ST/SGB/Staff Rules/1/Rev.7

UNITED NATIONS

STAFF RULES

STAFF REGULATIONS OF THE UNITED NATIONS

AND STAFF RULES 100.1 to 112.8

SECRETARY-GENERAL'S BULLETIN

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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: STAFF RULES

1. Staff rules 100.1 to 112.8 and the relevant annexes and appendices applicable to all staff members except those specified in rule 100.1 are hereby issued in a revised edition.

2. The text of the Staff Regulations of the United Nations in effect on 1 January 1989, which provide the authority for the issuance of these Rules, is included in this edition, with each article of the Regulations preceding each chapter of the related rules.

3. The revised edition incorporates all the amendments to the Staff Rules that have been published previously. In addition, it introduces a number of amendments, as explained below.

4. Rule 100.1 (formerly rule 101.1), applicability. The number of the staff rule has been changed since it is not included in chapter 1. The specific exclusion of "special interns" has been deleted as unnecessary.

5. Rule 101.2, paragraphs (a) and (b), hours of work. These provisions have been amended in conjunction with appendix B to the present rules in order to rationalize the requirements of the different duty stations of the United Nations.

6. Rule 101.3, paragraphs (a) and (b), official holidays. These provisions have also been amended in conjunction with appendix B to the present rules for the same reasons indicated in the previous paragraph.

7. Rule 101.5, paragraphs (a), (b) and (c), inter-agency loans and other movements. This amendment established that, in principle, movements of staff will be governed by the Inter-organization Agreement concerning transfer, secondment or loan of staff (ACC/1982/PER/CM/24).

8. Rule 101.9, paragraphs (a), (b) and (c) and subparagraphs (d) (i), (ii) and (iii), non-acceptance of any honour, decoration, favour, gift or remuneration from external sources. This amendment basically clarified the difference of treatment according to the type of external source, i.e., governmental or non-governmental.

9. Rule 103.7, subparagraph (b) (ii), post adjustment. This amendment introduced a cross-reference to rule 104.10 (d).

10. Rule 103.11, special post allowance. The rule was amended to indicate the reduction of the six-month period in certain circumstances and to clarify the amount of the allowance to be received. This amendment was effective as of 1 January 1989.

11. Rule 103.17, paragraph (c), staff assessment. This amendment introduced a cross-reference to 104.10 (d).

12. Rule 103.20, subparagraphs (d) (i) and (ii), (e) (i) and paragraphs (k) and (m), education grant. These amendments were designed to reflect changes in the education grant approved by the General Assembly in its resolution 43/226, on the basis of the recommendations of the International Civil Service Commission (ICSC).

13. Rule 103.21, paragraph (b), salary and allowances during mission assignments. This amendment introduced a cross-reference to rule 104.10 (d).

14. Rule 103.22, paragraph (h), assignment allowance. This amendment introduced a cross-reference to rule 104.10 (d).

15. Rule 105.1, paragraph (a), subparagraphs (b) (i), (ii) and (iii), annual leave. The change introduced in paragraph (a) is editorial. Other changes were designed to make it clear that payment of salary and allowances shall normally cease during periods of unauthorized absence, in accordance with paragraph 10 of annex I to the Staff Regulations.

16. Rule 105.2, subparagraphs (a) (i), (ii), (iii) and (iv) and paragraph (c), special leave. These amendments were designed to clarify the different occasions and circumstances where a staff member may be placed on or request special leave.

17. Rule 105.3, paragraph (a), subparagraphs (b) (i), (ii) and (iii), (d) (i) and (iii), (e) (i), paragraphs (f), (g), (i) and (k), home leave. The changes introduced are of an editorial or terminological nature and also allow greater flexibility in the administration of the home leave. Also, a cross-reference to rule 104.10 (d) was included.

18. Rule 106.2, subparagraphs (a) (iii), (iv), (vii) and (viii) and paragraph (c), sick leave. The amendments are intended to align this rule to the practice of the different international organizations and to paragraph 10 of annex I to the Staff Regulations, to indicate more precisely the composition of the medical board in accordance with appendix D to the present rules and to clarify that a staff member may be directed not to attend the office if there are circumstances which may affect the health of others.

19. Rule 106.3, subparagraphs (a) (i), (ii), (iii) and (iv), maternity leave. These provisions have been arranged in order to make them clearer, establishing in separate subparagraphs the total duration of the leave, the pre-delivery leave and the post-delivery leave and the general principle of leave with full pay.

READEX FICHE

20. Rule 107.2, paragraph (c), official travel of family members - established offices. This amendment introduced a cross-reference to rule 104.10 (d).

21. Rule 107.4, paragraph (b), loss of entitlement to return transportation. This amendment introduced a cross-reference to rule 104.10 (d).

22. Rule 107.20, paragraphs (d) and (e), installation. This amendment precludes payment of the full installation grant when, because of a change of official duty station or of a new appointment, an individual returns to a duty station where the staff member has been previously stationed and such events occur within a period of less than one year from the initial departure. A cross-reference to rule 104.10 (d) has also been introduced.

23. Rule 107.27, paragraph (f), removal costs. This amendment introduced a cross-reference to rule 104.10 (d).

24. Rule 107.28, paragraph (c), loss of entitlement to unaccompanied shipment or removal expenses. This amendment introduced a cross-reference to rule 104.10 (d).

25. Rule 109.4, paragraph (b), termination indemnity. This provision was amended in order to align it with staff rule 105.2 (c) and to simplify its terms.

26. Rule 109.5, paragraphs (c) and (k), repatriation grant. These changes were effected in line with the change in staff rule 105.2 (c) and to introduce a cross-reference to rule 104.10 (d).

27. Chapter X, staff rules 110.1 to 110.7, disciplinary measures and procedures. This entire chapter was amended in compliance with a request of the General Assembly, as expressed in resolution 43/224 B.

28. Appendix A was amended to show the revised scales of pensionable remuneration for staff in the Professional and higher categories and in the Field Service category, as approved by ICSC. These scales were effective as of 1 May 1989.

29. Appendix B was amended to show the revised salary scales and the revised rates of dependent spouse allowance and secondary dependant allowance for staff in the General Service, Security Service, Public Information Assistants and Tour Co-ordinators/Supervisors and Trades and Crafts categories, in accordance with procedures approved by ICSC. These scales were effective as of 1 December 1988 and revised as of 1 November 1989.

30. Appendix F was amended to show the revised salary scales and the revised rates of dependent spouse allowance and secondary dependant allowance for staff in the Language Teachers category, in accordance with procedures approved by ICSC. These scales were effective as of 1 December 1988 and revised as of 1 November 1989.

31. Articles 8, 97, 100, 101 and 105 of the Charter of the United Nations, which relate to the service of the staff, are included in the introductory part of this revision of the Staff Rules.

32. In addition, the present revised edition contains other amendments of an editorial nature.

33. The amendments made in this revised edition shall be provisional until the requirements of staff regulations 12.3 and 12.4 are met.

34. Since this bulletin was first issued on 1 April 1958, six revisions have been issued effective 1 January 1966, 1 January 1973, 1 June 1976, 1 January 1977, 1 January 1979 and 1 January 1984.

35. Unless otherwise indicated above, the effective date of all changes introduced by the present bulletin will be 1 January 1990.

Javier PEREZ DE CUELLAR
Secretary-General

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staffs shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staffs shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence, and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connexion with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

CONTENTS

Article or chapter	Title	Regulations	Rules	Page
	Scope and purpose			1
	Applicability		100.1	3
I	Duties, obligations and privileges .	1.1-1.10		4
			101.2-101.9	6
II	Classification of posts and staff ..	2.1		9
III	Salaries and related allowances	3.1-3.4		10
			103.0-103.24	14
IV	Appointment and promotion	4.1-4.6		31
			104.1-104.15	32
V	Annual and special leave	5.1-5.3		41
			105.1-105.3	42
VI	Social security	6.1-6.2		47
			106.1-106.6	48
VII	Travel and removal expenses	7.1-7.2		52
			107.1-107.28	53
VIII	Staff relations	8.1-8.2		72
			108.1-108.2	73
IX	Separation from service	9.1-9.5		75
			109.1-109.11	77
X	Disciplinary measures	10.1-10.2		85
			110.1-110.7	86
XI	Appeals	11.1-11.2		90
			111.1-111.4	91
XII	General provisions	12.1-12.5		95
			112.1-112.8	96

Annexes to the Staff Regulations

I	Salary scales and related provisions	98
II	Letters of appointment	103
III	Termination indemnity	104
IV	Repatriation grant	106

Appendices to the Staff Rules

A.	Pensionable remuneration and scale for computing separation payments for staff in the Professional and higher categories and salary scales, pensionable remuneration and scale for computing separation payments for staff in the Field Service category	107
B.	Salaries and allowances for other categories of staff at Headquarters	112

CONTENTS (continued)

		Page
C.	Arrangements relating to military service	120
D.	Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations (issued separately as document ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1)	
E.	(Cancelled)	
F.	Salary scales for staff in the Language Teachers category showing annual gross and net after application of staff assessment	123

STAFF REGULATIONS OF THE UNITED NATIONS

Scope and purpose

The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat. They represent the broad principles of personnel policy for the staffing and administration of the Secretariat. The Secretary-General, as the chief administrative officer, shall provide and enforce such staff rules consistent with these principles as he considers necessary.

STAFF RULES

Rule 100.1

Applicability

Staff rules 100.1 to 112.8 are applicable to all staff members appointed by the Secretary-General except technical assistance project personnel and staff members specifically engaged for conferences and other short-term services.

Article I

DUTIES, OBLIGATIONS AND PRIVILEGES

Regulation 1.1: Members of the Secretariat are international civil servants. Their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the United Nations only in view.

Regulation 1.2: Staff members are subject to the authority of the Secretary-General and to assignment by him to any of the activities or offices of the United Nations. They are responsible to him in the exercise of their functions. The whole time of staff members shall be at the disposal of the Secretary-General. The Secretary-General shall establish a normal working week.

Regulation 1.3: In the performance of their duties members of the Secretariat shall neither seek nor accept instructions from any Government or from any other authority external to the Organization.

Regulation 1.4: Members of the Secretariat shall conduct themselves at all times in a manner befitting their status as international civil servants. They shall not engage in any activity that is incompatible with the proper discharge of their duties with the United Nations. They shall avoid any action and in particular any kind of public pronouncement which may adversely reflect on their status, or on the integrity, independence and impartiality which are required by that status. While they are not expected to give up their national sentiments or their political and religious convictions, they shall at all times bear in mind the reserve and tact incumbent upon them by reason of their international status.

Regulation 1.5: Staff members shall exercise the utmost discretion in regard to all matters of official business. They shall not communicate to any person any information known to them by reason of their official position which has not been made public, except in the course of their duties or by authorization of the Secretary-General. Nor shall they at any time use such information to private advantage. These obligations do not cease upon separation from the Secretariat.

Regulation 1.6: No staff member shall accept any honour, decoration, favour, gift or remuneration from any Government excepting for war service; nor shall a staff member accept any honour, decoration, favour, gift or remuneration from any source external to the Organization, without first obtaining the approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of regulation 1.2 of the Staff Regulations and with the individual's status as an international civil servant.

Regulation 1.7: Staff members may exercise the right to vote but shall not engage in any political activity which is inconsistent with or might reflect upon the independence and impartiality required by their status as international civil servants.

Regulation 1.8: The immunities and privileges attached to the United Nations by virtue of Article 105 of the Charter are conferred in the interests of the Organization. These privileges and immunities furnish no excuse to the staff members who enjoy them for non-performance of their private obligations or failure

to observe laws and police regulations. In any case where these privileges and immunities arise, the staff member shall immediately report to the Secretary-General, with whom alone it rests to decide whether they shall be waived.

Regulation 1.9: Members of the Secretariat shall subscribe to the following oath or declaration:

> "I solemnly swear (undertake, affirm, promise) to exercise in all loyalty, discretion and conscience the functions entrusted to me as an international civil servant of the United Nations, to discharge these functions and regulate my conduct with the interests of the United Nations only in view, and not to seek or accept instructions in regard to the performance of my duties from any Government or other authority external to the Organization."

Regulation 1.10: The oath or declaration shall be made orally by the Secretary-General at a public meeting of the General Assembly. All other members of the Secretariat shall make the oath or declaration before the Secretary-General or his authorized representative.

Chapter I

DUTIES, OBLIGATIONS AND PRIVILEGES

Rule 101.1

(now rule 100.1)

Rule 101.2

Hours of work

(a) The Secretary-General shall set the normal working hours for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require.

(b) The normal working hours shall be shown in the appendix B to these Rules applicable to the duty station.

(c) A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

Rule 101.3

Official holidays

(a) The Secretary-General shall set the official holidays for each duty station, which will be shown in the appendix B to these Rules applicable to the duty station.

(b) (Cancelled)

(c) (Cancelled)

Rule 101.4

Change of official duty station

A change of official duty station shall take place when a staff member is assigned from one office of the Organization to another for a fixed period exceeding six months or transferred for an indefinite period. Detailment of a staff member from his or her official duty station for service with a United Nations mission or conference shall not constitute change of official duty station within the meaning of these Rules.

Rule 101.5

Inter-agency loans and other movements

(a) The Secretary-General may loan the services of a staff member to a specialized agency or other intergovernmental organization, provided such loan in no way diminishes the right or entitlements of the staff member under his or her letter of appointment to the United Nations. Inter-agency movements may also take place under other arrangements, i.e., secondment or transfer.

(b) Inter-agency loans, secondments and transfers are defined in and shall be governed by the Inter-organization Agreement concerning transfer, secondment or loan of staff among the organizations applying the United Nations common system of salaries and allowances.*

(c) Movements of staff between the United Nations Secretariat and the secretariats of United Nations organs with separate powers of appointment shall also be governed generally by the Inter-organization Agreement.

Rule 101.6

Outside activities and interests

(a) Staff members shall not engage in any continuous or recurring outside occupation or employment without the prior approval of the Secretary-General.

(b) No staff member may be actively associated with the management of, or hold a financial interest in, any business concern if it were possible for the staff member to benefit from such association or financial interest by reason of his or her official position with the United Nations.

(c) A staff member who has occasion to deal in his or her official capacity with any matter involving a business concern in which he or she holds a financial interest shall disclose the measure of that interest to the Secretary-General.

(d) The mere holding of shares in a company shall not constitute a financial interest within the meaning of this rule unless such holding constitutes a substantial control.

(e) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, perform any one of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

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* ACC/1982/PER/CM/24.

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

Rule 101.7

(Cancelled)

Rule 101.8

Membership in political parties and political activities

(a) Membership in a political party is permitted provided that such membership does not entail action, or obligation to action, contrary to staff regulation 1.7. The payment of normal financial contributions shall not be construed as an activity contrary to staff regulation 1.7.

(b) In any case of doubt as to the interpretation or application of staff regulation 1.7 and the present rule, the staff member concerned shall request a ruling from the Secretary-General.

Rule 101.9

Non-acceptance of any honour, decoration, favour, gift or remuneration from external sources

(a) No staff member shall accept any honour, decoration, favour, gift or remuneration from an external source without first obtaining the approval of the Secretary-General.

(b) Approval shall not be granted if the honour, decoration, favour, gift or remuneration is from a Government, excepting for decorations for war service earned before appointment.

(c) If the honour, decoration, favour, gift or remuneration is from a non-governmental source, approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the terms of staff regulation 1.2 or with the individual's status as an international civil servant.

(d) The provisions of paragraphs (b) and (c) above do not preclude approval of the acceptance of:

(i) Academic awards;

(ii) Reimbursement of travel and subsistence expenses for activities otherwise authorized;

(iii) Tokens of a commemorative or honorary character, such as scrolls and trophies.

Article II

CLASSIFICATION OF POSTS AND STAFF

Regulation 2.1: In conformity with principles laid down by the General Assembly, the Secretary-General shall make appropriate provision for the classification of posts and staff according to the nature of the duties and responsibilities required.

Article III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member serving outside his recognized home country whose dependent child is in full-time attendance at a school, university, or similar educational institution of a type which will, in the opinion of the Secretary-General, facilitate the child's re-assimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the first $9,000 of admissible educational expenses, up to a maximum grant of $6,750. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist which provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General, but not in an amount exceeding the cost of such a journey between the home country and the duty station.

The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his own.

The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him/her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him/her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the educational expenses actually incurred up to a maxiumum of $9,000.

The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff engaged at locality rates.

(b) (i) The assessment shall be calculated at the following rates for staff whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

(In percentages)

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions	Staff assessment rates used in conjunction with gross base salaries and the gross amounts of separation payments	
		Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First $15 000 per year	10.0	13.0	18.0
Next $5 000 per year	25.0	31.0	34.6
Next $5 000 per year	28.0	34.0	38.9
Next $5 000 per year	30.0	37.0	42.2
Next $5 000 per year	32.0	39.0	44.2
Next $10 000 per year	34.0	41.0	46.6
Next $10 000 per year	36.0	43.0	48.7
Next $10 000 per year	38.0	45.0	50.6
Next $15 000 per year	40.0	46.0	51.5
Next $20 000 per year	42.0	47.0	54.3
Remaining assessable payments .	44.0	48.0	59.2

(ii) The assessment shall be calculated at the following rates for staff whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (United States dollars)	Assessment (percentage)
First $2 000 per year	11
Next $2 000 per year	14
Next $2 000 per year	17
Next $2 000 per year	20
Next $4 000 per year	22
Next $4 000 per year	24
Next $4 000 per year	26
Next $6 000 per year	28
Next $6 000 per year	30
Next $6 000 per year	32
Next $8 000 per year	34
Remaining assessable payments	36

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 6 of annex I to the present Regulations.

(iv) In the case of staff whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff concerned are approved.

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him.

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X).

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him by the United Nations, the Secretary-General is authorized to refund to him the amount of staff assessment collected from him provided that:

(i) The amount of such refund shall in no case exceed the amount of his income taxes paid and payable in respect of his United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Regulation 3.4: (a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances as follows:

(i) At $1,050 per year for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

(ii) Where there is no dependent spouse, a single annual allowance of $300 per year for either a dependent parent, a dependent brother or a dependent sister;

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) above, in which case the other may claim only under subparagraph (a) (ii) above, if otherwise entitled;

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his spouse under applicable laws amount to less than such a dependency allowance;

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 6 or paragraph 7 of annex I to the present Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located;

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

Chapter III

SALARIES AND RELATED ALLOWANCES

Rule 103.0

Salary scales for Language Teachers

The Secretary-General shall set the salary scales and conditions of salary increments for staff members appointed as language teachers and these rates and conditions shall be published in the appendix F to these Rules applicable to the duty station.

Rule 103.1

Salary scales for Field Service personnel

The salary scales and conditions of salary increments for staff members in the Field Service category shall be those set forth in the appendix A (Field Service) to these Rules.

Rule 103.2

Salary scales for General Service personnel

The Secretary-General shall set the salary scales and conditions of salary increments for staff members in the General Service category at each established office, and these rates and conditions shall be published in the appendix B to these Rules applicable to the duty station.

Rule 103.3

Wage rates for Trades and Crafts personnel

The Secretary-General shall set wage rates and conditions of wage increments for staff members in the Trades and Crafts category at each established office, and these rates and conditions shall be published in the appendix B to these Rules applicable to the duty station.

Rule 103.4

Salary and wages for locally recruited mission personnel

The Secretary-General shall set salary or wage rates for personnel specifically recruited for service with a mission from within the general area of the mission.

Rule 103.5

Non-resident's allowance

(a) Staff members in the General Service category serving at designated duty stations who have been recruited from outside the country in which the duty station is located or in respect of whom the United Nations assumes an obligation to repatriate shall receive a non-resident's allowance under conditions determined by the Secretary-General, provided that in no case shall the allowance be paid to a staff member whose nationality within the meaning of rule 104.8 is that of the country of the duty station or to a staff member while he or she is excluded under rule 104.7. The non-resident's allowance shall be payable at the rate of $2,400 a year for a staff member with no dependent spouse or child and at the rate of $3,000 a year for a staff member with a dependent spouse or child. The allowance shall be paid for a maximum period of five years at the duty station. Where both husband and wife are staff members entitled to the non-resident's allowance, the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse.

(b) Members of the Field Service and staff members recruited specifically for service with a mission shall not be eligible for the non-resident's allowance.

(c) The non-resident's allowance shall not be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions; overtime and night differential compensation; and payments and indemnities on separation.

(d) As a transitional measure, staff members who were in receipt of a non-resident's allowance on 31 August 1983 may continue, while eligible, to receive the non-resident's allowance at the rate and in accordance with the provisions in effect before 1 September 1983.

Rule 103.6

Language allowance

(a) A staff member in the General Service category or in the Field Service category below level 6 shall be paid a language allowance if he or she passes a test, prescribed for this purpose, in any official language other than the language in which the staff member is required to be proficient by the terms of his or her appointment, unless, in the case of staff members in the General Service category, the entitlement is specifically excluded in the appendix B to these Rules applicable to the duty station. No staff member shall be paid a language allowance for more than two official languages.

(b) Proficiency tests in the use of official languages shall be held not less than once each year.

(c) Staff members in receipt of a language allowance may be required to undergo further tests at intervals of not less than five years in order to demonstrate their continued proficiency in the use of two or more official languages.

(d) The amount of the allowance payable at each duty station shall be determined by the Secretary-General, provided that the amount payable for a second language shall be half the amount payable for the first additional language. The amount of the allowance payable to staff in the Field Service category and in the General Service category shall be shown respectively in the appendix A to these Rules and the appendix B to these Rules applicable to the duty station.

(e) The language allowance shall be taken into account in determining Joint Staff Pension Fund, medical and group insurance contributions; overtime and night differential compensation; and payments and indemnities on separation.

Rule 103.7

Post adjustment

(a) Subject to paragraph (d) below, post adjustments under annex I, paragraph 9, to the Staff Regulations shall be applied in accordance with the schedules set out in that annex in the case of staff members in the Professional category and above who are assigned to a duty station for one year or more.

(b) (i) The rate of post adjustment shown on the schedules for staff members with dependants shall apply to a staff member if his or her spouse is recognized as a dependant under rule 103.24 or if it is recognized that the staff member provides substantial and continuing support of one or more of his or her children.

(ii) Where both husband and wife are staff members in the Professional category or above, and taking into account rule 104.10 (d), post adjustment shall be paid to each at the single rate unless they have a dependent child or children. In that case the dependency rate of post adjustment shall be paid to the spouse having the higher salary level and the single rate of post adjustment to the other spouse.

(iii) The higher rate of post adjustment shall be paid in accordance with the above provisions, regardless of where the dependants reside.

(c) The schedules of post adjustments referred to in paragraph (a) above shall be applied to each duty station according to the classification established for the purpose.

(d) While the salary of a staff member is normally subject to the post adjustment of his or her duty station during assignments for one year or more, alternative arrangements may be made by the Secretary-General under the following circumstances:

(i) A staff member who is assigned to a duty station classified lower in the schedule of post adjustments than the duty station in which he or she has been serving may continue to receive for up to six months the post adjustment applicable to the former duty station while the members of his or her immediate family (spouse and children) remain at that duty station.

(ii) When a staff member is assigned to a duty station for less than one year, the Secretary-General shall decide at that time whether to apply the post adjustment applicable to the duty station and, if appropriate, to pay an installation grant under rule 107.20 and an assignment allowance under rule 103.22 or, in lieu of the above, to authorize appropriate subsistence payments.

(iii) When the Secretary-General designates an assignment as a special mission assignment under rule 103.21 (a), with provision for mission subsistence allowance, the post adjustment for the mission area will not be applicable.

(e) At duty stations where the average rental cost used in calculating the post adjustment index is based on the cost of housing provided by the United Nations, by the Government or by a related institution, staff members who have to rent housing accommodation at substantially higher commercial rates will be paid a supplement to the post adjustment in the form of a rental subsidy under conditions established by the Secretary-General.

Rule 103.8

Salary and wage increments

(a) Satisfactory service for the purpose of awarding a salary increment shall be defined, unless otherwise decided by the Secretary-General in any particular case, as satisfactory performance and conduct of staff members in their assignments as evaluated by their supervisors.

(b) Notwithstanding paragraph (a) of this rule, in the absence of exceptional circumstances, staff members holding probationary appointments shall become eligible for a second salary increment only after they have been granted permanent or regular appointments or if their probationary periods have been extended. Salary increments granted under this paragraph shall become effective in accordance with the provisions of paragraph (c) hereunder.

(c) Salary and wage increments shall be effective on the first day of the pay period in which the service requirements are completed, provided that the period of service may be shortened to meet the requirements of rule 103.9 and that such increments shall not be effective earlier than the first day of the pay period in which a staff member returns to pay status from a period of leave without pay. No increment shall be paid in the case of staff members whose services will cease during the month in which the increment would otherwise have been due.

(d) If a staff member with satisfactory service is changed to a lower salary level, the period of service since the last increment shall be credited towards the next increment within the lower level. If a staff member whose service has not been satisfactory is changed to a lower salary level, the staff member's eligibility for salary increment in the lower level will be based on satisfactory service in the lower level.

Rule 103.9

Salary policy in promotions

Staff members receiving promotions shall be paid in accordance with the following provisions:

(i) During the first year following promotion a staff member in continuous service shall receive in salary the amount of one full step in the level to which the staff member has been promoted more than he or she would have received without promotion, except where promotion to the lowest step of the level yields a greater amount. The step rate and date of salary increment in the higher salary level shall be adjusted to achieve this end.

(ii) When, on promotion, a staff member becomes ineligible for payment of non-resident's allowance and/or language allowance which he or she has formerly been receiving, the amount the staff member has been receiving for these allowances shall be added to his or her salary before promotion to establish the step rate and date of next salary increment under subparagraph (i) above.

Rule 103.10

(Cancelled)

Rule 103.11

Special post allowance

(a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher level posts.

(b) Without prejudice to the principle that promotion under staff rule 104.14 shall be the normal means of recognizing increased responsibilities and demonstrated ability, a staff member who is called upon to assume the full duties and responsibilities of a post at a clearly recognizable higher level than his or her own for a temporary period exceeding three months may, in exceptional cases, be granted a non-pensionable special post allowance from the beginning of the fourth month of service at the higher level.

(c) In the case of a staff member assigned to serve on a mission, or when a staff member in the General Service category is required to serve in a higher level post in the Professional category, or when a staff member in any category is required to serve in a post which is classified more than one level above his or her level, the allowance may be paid immediately the staff member assumes the higher duties and responsibilities.

(d) The amount of the special post allowance shall be equivalent to the salary increase (including post adjustment and dependency allowances, if any) which the staff member would have received had the staff member been promoted to the next higher level.

Rule 103.12

Overtime and compensatory time off

(a) Staff members serving at established offices in the Trades and Crafts category, in the General Service category or in the Field Service who are required to work in excess of the working week established for this purpose shall be given compensatory time off or may receive additional payment, under conditions established by the Secretary-General. In the case of staff members in the Trades and Crafts category and in the General Service category these conditions shall be set forth in the appendix B to these Rules applicable to the duty station.

(b) Should the exigencies of the service permit, and subject to the prior approval of the Secretary-General, occasional compensatory time off may be granted to staff members serving at established offices in the Professional category who have been required to work substantial or recurrent periods of overtime.

(c) The Secretary-General may set the conditions for overtime work or compensatory time off for staff members serving on missions or on other assignments away from their duty stations.

Rule 103.13

Night differential

(a) Staff members serving at established offices who are assigned to night-time tours of duty shall receive a night differential at a rate and under conditions set forth in the appendix B to these Rules applicable to the duty station.

(b) When members of the Field Service are serving at an established office they may be paid a night differential under conditions established by the Secretary-General.

(c) Unless otherwise specifically provided in the appendix B to these Rules applicable to the duty station, night differential shall not be paid for the same work for which overtime payment or compensatory time off is allowed or for any hours when the staff member is on leave or in travel status.

(d) The Secretary-General shall set the conditions regarding night-time tours of duty in respect of missions.

Rule 103.14

Salary advances

(a) Salary advances may be made to staff members under the following circumstances and conditions:

(i) Upon departure for extended official travel or for approved leave involving absence from duty for two or more pay days, in the amount that would fall due for payment during the anticipated period of absence;

(ii) In cases where staff members do not receive their regular pay cheque through no fault of their own, in the amount due;

(iii) Upon separation from service, where final settlement of pay accounts cannot be made at the time of departure, subject to the advance not exceeding 80 per cent of the estimated final net payments due;

(iv) In cases where new staff members arrive without sufficient funds, in such amount as the Secretary-General may deem appropriate;

(v) Upon change of official duty station or detail to mission duty, in such amounts as the Secretary-General may deem appropriate.

(b) The Secretary-General may, in exceptional and compelling circumstances, and if the request of the staff member is supported by a detailed justification in writing, authorize an advance for any reason other than those enumerated above.

(c) Salary advances other than those referred to in subparagraphs (a) (i), (ii) and (iii) above shall be liquidated at a constant rate as determined at the time the advance is authorized, in consecutive pay periods, commencing not later than the period following that in which the advance is made.

Rule 103.15

Retroactivity of payments

A staff member who has not been receiving an allowance, grant or other payment to which he or she is entitled shall not receive retroactively such allowance, grant or payment unless the staff member has made written claim:

(i) In the case of the cancellation or modification of the staff rule governing eligibility, within three months following the date of such cancellation or modification;

(ii) In every other case, within one year following the date on which the staff member would have been entitled to the initial payment.

Rule 103.16

Pensionable remuneration

(a) The pensionable remuneration of a staff member shall, except as provided in paragraph (c) below, be in accordance with articles 1 (p) and 55 of the Regulations of the United Nations Joint Staff Pension Fund.

(b) The pensionable remuneration of staff members in the Field Service category shall be established in the same manner as for staff in the Professional and higher categories.

(c) Where a promotion from the General Service category to the Professional category would result in a reduction of the pensionable remuneration used for computing the final average remuneration, the level of pensionable remuneration reached prior to the promotion shall be maintained until it is surpassed by that applicable to the staff member's grade and step in the Professional category. Contributions payable in accordance with article 25 of the Regulations of the United Nations Joint Staff Pension Fund shall be based on either:

(i) The pensionable remuneration of the staff member used to determine such contributions at the time of promotion; or

(ii) The pensionable remuneration applicable to the staff member's grade and step in the Professional category,

whichever is higher.

Rule 103.17

Staff assessment

(a) In application of the staff assessment plan under staff regulation 3.3:

(i) Salaries for staff members in the Professional and higher categories and for Field Service personnel shall be subject to the assessment rates specified in subparagraph (b) (i) of that regulation;

(ii) Salaries or wages for staff members in the General Service category, for Trades and Crafts and for locally recruited mission personnel shall be subject to the assessment rates specified in subparagraph (b) (ii) of that regulation.

(b) The dependency rates of staff assessment under staff regulation 3.3 (b) (i) shall apply when:

(i) The staff member's spouse is recognized as a dependant under rule 103.24; or

(ii) The staff member provides substantial and continuing support to one or more of his or her children.

(c) Where both husband and wife are staff members whose salaries are subject to the staff assessment rates specified in staff regulation 3.3 (b) (i), and taking

into account rule 104.10 (d), staff assessment shall apply to each at the single rate. If they have a dependent child or children, the dependency rate shall apply to the spouse having the higher salary level and the single rate to the other spouse.

Rule 103.18

Deductions and contributions

(a) There shall be deducted, each pay period, from the total payments due to each staff member:

(i) Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 3.3 and rule 103.17;

(ii) Contributions to the United Nations Joint Staff Pension Fund in accordance with article 25 of the Regulations of the United Nations Joint Staff Pension Fund and rule 103.16.

(b) Deductions from salaries, wages and other emoluments may also be made for the following purposes:

(i) For contributions, other than to the United Nations Joint Staff Pension Fund, for which provision is made under these Rules;

(ii) For indebtedness to the United Nations;

(iii) For indebtedness to third parties when any deduction for this purpose is authorized by the Secretary-General;

(iv) For lodging provided by the United Nations, by a Government or by a related institution;

(v) For contributions to a staff representative body established pursuant to staff regulation 8.1, provided that each staff member has the opportunity to withhold his or her consent to, or at any time to discontinue, such deduction, by notice to the Secretary-General.

Rule 103.19

(Cancelled)

Rule 103.20

Education grant

Definitions

(a) For the purposes of this rule:

(i) "Child" means a child of a staff member who is dependent upon the staff member for main and continuing support. "Disabled child" means a child

who is unable, by reasons of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability;

(ii) "Home country" means the country of home leave of the staff member under rule 105.3. If both parents are eligible staff members, "home country" means the country of home leave of either parent;

(iii) "Duty station" means the country, or area within commuting distance notwithstanding national boundaries, where the staff member is serving.

Eligibility

(b) A staff member who is regarded as an international recruit under rule 104.7 and whose duty station is outside his or her home country shall be entitled to an education grant in respect of each child in full-time attendance at a school, university or similar educational institution. If such a staff member is reassigned to a duty station within his or her home country, he or she may receive the education grant for the balance of a school year, not exceeding one full school year after his or her return from expatriate service. The Secretary-General may also authorize payment of the education grant, during mission service, to a staff member regarded under rule 104.6, as a local recruit at his or her normal official duty station. The grant shall not, however, be payable in respect of:

(i) Attendance at a kindergarten or nursery school at the pre-primary level;

(ii) Attendance at a free school or one charging only nominal fees at the duty station;

(iii) (Cancelled)

(iv) Correspondence courses, except those which in the opinion of the Secretary-General are the best available substitute for full-time attendance at a school of a type not available at the duty station;

(v) Private tuition, except tuition in a language of the home country at duty stations where satisfactory school facilities for learning that language are not available;

(vi) Vocational training or apprenticeship which does not involve full-time schooling or in which the child receives payment for services rendered.

(c) (i) The grant shall be payable up to the end of the school year in which the child completes four years of post-secondary studies or is awarded the first recognized degree, whichever is the earlier;

(ii) The grant will not normally be payable beyond the school year in which the child reaches the age of twenty-five years. If the child's education is interrupted for at least one school year by national service, illness or other compelling reasons, the period of eligibility shall be extended by the period of interruption.

Amount of the grant

(d) In the case of attendance at an educational institution outside the duty station, the amount of the grant shall be:

(i) Where the institution provides board for the child, 75 per cent of the allowable costs of attendance and of the cost of board up to $9,000 a year, with a maximum grant of $6,750 a year;

(ii) Where the institution does not provide board $2,000 plus 75 per cent of the allowable costs of attendance up to $6,333 a year, with a maximum grant of $6,750 a year.

However, in the case of staff members serving at designated duty stations, 100 per cent of boarding costs up to $1,500 a year will be reimbursed, as an amount additional to the maximum grant of $6,750 a year.

(e) In the case of attendance at an educational institution at the duty station:

(i) The amount of the grant shall be 75 per cent of the cost of attendance up to $9,000 a year, with a maximum grant of $6,750 a year;

(ii) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in paragraph (d) above.

(f) Where attendance is for less than two thirds of the scholastic year, the amount of the grant for that year shall be that proportion of the grant otherwise payable which the period of attendance bears to the full scholastic year.

(g) Where the period of service of the staff member does not cover the full scholastic year, the amount of the grant for that year shall normally be that proportion of the grant otherwise payable which the period of service bears to the full scholastic year.

Travel

(h) A staff member to whom an education grant is payable under paragraph (d) or under subparagraph (e) (ii) above in respect of his or her child's attendance at an educational institution shall be entitled to travel expenses for the child of one return journey each scholastic year between the educational institution and the duty station, provided that:

(i) Such travel expenses shall not be paid if the requested journey is unreasonable, either because of its timing in relation to other authorized travel of the staff member or his or her eligible family members or because of the brevity of the visit in relation to the expense involved;

(ii) Where attendance is for less than two thirds of the school year, travel expenses shall not normally be payable;

(iii) Transportation expenses shall not exceed the cost of a journey between the staff member's home country and the duty station.

However, in the case of staff members serving at designated duty stations, such travel expenses may be paid twice in the year in which the staff member is not entitled to home leave. Such expenses may also be paid for up to two round trips per school year in the case indicated in paragraph (r) below.

Tuition of the mother tongue

(i) The Secretary-General will decide in each case whether the education grant shall be paid for tuition of the mother tongue under the second paragraph of staff regulation 3.2.

Claims

(j) Claims for the education grant shall be submitted in writing and supported by evidence satisfactory to the Secretary-General.

Establishment of the grant in local currency

(k) When the educational expenses are incurred in designated countries where the remuneration correction factor applies, the amounts set out in paragraphs (d) and (e) above shall be established in local currency.

Special education grant for disabled children

(l) A special education grant for disabled children shall be available to staff members of all categories, regardless of whether or not they are serving in their home country, provided that they have an appointment of one year or longer or have completed one year of continuous service.

(m) The amount of the grant shall be 100 per cent of the educational expenses actually incurred up to a maximum grant of $9,000 a year. If the disabled child is eligible for the regular education grant, the total amount payable under the two types of grant shall not exceed $9,000 a year. "Educational expenses" reimbursable under the special education grant shall comprise the expenses incurred to provide an educational programme designed to meet the needs of the disabled child in order that he or she may attain the highest possible level of functional ability.

(n) The grant shall be computed on the basis of the calendar year, if the child is unable to attend a normal educational institution, or on the basis of the school year, if the child is in full-time attendance at a normal educational institution while receiving special teaching or training. The grant shall be payable in respect of any disabled child from the date on which the special teaching or training is required up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-five years. In exceptional cases, the age limit may be extended up to the end of the school year or the calendar year, as appropriate, in which the child reaches the age of twenty-eight years.

(o) Where the period of service does not cover the full school year or calendar year, the amount of the grant shall be that proportion of the annual grant which the period of service bears to the full school or calendar year.

(p) Claims for the grant shall be submitted annually in writing and supported by medical evidence satisfactory to the Secretary-General regarding the child's disability. The staff member shall also be required to provide evidence that he or she has exhausted all other sources of benefits that may be available for the education and training of the child. The amount of educational expenses used as the basis for the calculation of the special education grant shall be reduced by the amount of any benefits so received or receivable by the staff member.

(q) The provision concerning the rates of exchange contained in paragraph (k) above shall also apply to the computation and payment of the special education grant for disabled children.

(r) Where the disabled child attends an educational institution away from the duty station, travel costs may be paid for up to two round trips per school year between the educational institution and the duty station, provided the Secretary-General is satisfied that the needs of the disabled child require attendance at that educational institution. In very exceptional circumstances, travel may also be reimbursed for the person accompanying the disabled child.

Rule 103.21

Salary and allowances during mission assignments

(a) The Secretary-General may designate special mission assignments, including assignments for periods of one year or more, during which a mission subsistence allowance shall be authorized in lieu of assignment allowance under rule 103.22, installation grant under rule 107.20 and any post adjustment to the area applicable under rule 103.7 (a). Where such a designation has been made, the mission subsistence allowance shall be payable to staff members recruited or assigned from outside the area of the mission, and the salaries of staff members assigned from another duty station shall continue to be subject to the post adjustment, if any, applicable at the duty station from which the staff members were assigned.

(b) The Secretary-General shall set the rates and conditions for the mission subsistence allowance payable on each such assignment. Eligible staff members who have a dependent spouse or one or more dependent children may be authorized to receive a higher rate of mission subsistence allowance than staff members not having such dependants. Where both husband and wife are staff members who are entitled to mission subsistence allowance, and taking into account rule 104.10 (d), the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse. The allowance may be paid wholly or partially in the currency of the mission area or in the form of provision of food and/or lodging in kind.

(c) The Secretary-General may pay a clothing allowance to staff members who are assigned to service with a mission in a tropical or arctic area. The United Nations shall provide uniforms and accessories, but no clothing allowance, to members of the Field Service who are required to wear them.

Rule 103.22

Assignment allowance

(a) Subject to the provisions of rules 103.21 and 107.27, an assignment allowance shall be paid to a staff member in the Professional category and above who is appointed or assigned to a duty station outside his or her home country for a specified period of service under the following circumstances:

(i) The allowance will be authorized when the fixed-term appointment or temporary assignment is for a period of one year or more but less than two years;

(ii) The allowance may be authorized when the fixed-term appointment or temporary assignment is for a period of two years or more but less than five years. Normally, the allowance will be paid in the case of service at a duty station in the field, whereas removal costs under rule 107.27 will be paid in the case of service at a duty station in a city where the headquarters of the United Nations, a specialized agency or the International Atomic Energy Agency is located.

(b) The allowance shall not be paid to a staff member for more than five years in respect of service at one duty station, except for service at a duty station outside Europe and North America, where the period of entitlement may be extended beyond five years for a period of service not exceeding two years if the staff member is maintained at the same duty station on the initiative of the Organization. After the staff member has been paid the allowance for five years or more at one duty station, he or she shall not be entitled to any payment of removal costs under rule 107.27 (a) to the same duty station.

(c) When a staff member is assigned to a duty station for less than one year, the allowance will normally not be paid. However, appropriate subsistence payments may be made under rule 103.7 (d) (ii) where no assignment allowance is payable.

(d) Where the allowance has been paid for an initial period and the appointment or assignment is extended for additional fixed terms at one duty station, payment of the allowance may be continued.

(e) When an initial fixed-term appointment at one duty station is converted to a probationary appointment, or when an assignment is extended to five years or more, the allowance shall cease, and an entitlement to removal costs shall thereupon commence.

(f) The allowance may, in exceptional cases, be paid to a staff member who, after service of at least two years at a duty station outside his or her home country, is assigned to a duty station within that country.

(g) The assignment allowance shall be payable at the following annual rates:

(i) For assignments to duty stations in Europe, Canada, Cyprus, Malta, Turkey (European portion) and the United States of America:

	Single rates	Dependency rates
	$	$
P-1 to P-4	1 425	1 800
P-5 and above	1 650	2 100

(ii) For assignments to all other duty stations:

	Single rates		Dependency rates	
		$		$
	Basic rate	Mobility rate (includes basic rate)	Basic rate	Mobility rate (includes basic rate)
P-1 to P-4	2 400	4 500	3 000	7 200
P-5 and above	2 850	4 950	3 600	7 800

(h) The dependency rates of the assignment allowance shall be paid to a staff member if either the spouse or a child of the staff member is recognized as dependent upon the staff member for main and continuing support. Where both husband and wife are staff members who are entitled to assignment allowance, and taking into account rule 104.10 (d), the allowance will be paid to each at the single rate. If they have a dependent child or children, the allowance will be paid at the dependency rate to the spouse having the higher salary level and at the single rate to the other spouse.

(i) (i) The mobility rate of the assignment allowance under subparagraph (g) (ii) above shall be payable to staff members with five years or more of uninterrupted service in the United Nations common system provided that:

a. They have been assigned on or after 1 January 1988 to their second or subsequent duty station; or

b. They were serving on 1 January 1988 at their third or subsequent duty station, and had less than four years of service at that duty station.

(ii) The mobility rate shall be paid for a period of up to four years at each duty station. In the case of staff members eligible for the mobility rate under b. above, this rate will be payable until the end of the fourth year of service at the duty station concerned. The mobility rate may be paid for an additional year if the Organization decides, due to the exigencies of service, that the staff member remain at the duty station.

Rule 103.23

Dependency allowances

(a) The rates of dependency allowances applicable to the Field Service category shall be set out in the appendix A to these Rules. The rates of dependency allowances applicable to the General Service and Trades and Crafts categories shall be set out in the appendix B to these Rules applicable to the duty station. The rates of dependency allowances applicable to the language teachers shall be set out in the appendix F to these Rules applicable to the duty station.

(b) Subject to the provisions of staff regulation 3.4 (a), the full amount of the dependency allowance provided under that regulation and the Staff Rules in respect of a dependent child shall be payable, except where the staff member or his or her spouse receives a direct governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under this rule shall be the approximate amount by which the governmental grant is less than the dependency allowance set out under the Staff Regulations and Staff Rules. In no case shall the sum of the two payments be less than the rate set out under the Staff Regulations and Staff Rules.

(c) Staff members shall be responsible for notifying the Secretary-General in writing of claims for dependency allowance and may be required to support such claims by documentary evidence satisfactory to the Secretary-General. They shall be responsible for reporting to the Secretary-General any change in the status of a dependant affecting the payment of this allowance.

(d) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.

Rule 103.24

Definition of dependency

For the purposes of the Staff Regulations and Staff Rules:

(a) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that, in the case of staff in the Professional category or above, the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step I, for New York).

(b) A "dependent child" shall be:

(i) A staff member's natural or legally adopted child; or

(ii) A staff member's stepchild, if residing with the staff member, under the age of eighteen years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of twenty-one years, for whom the staff member provides main and

continuing support. The Secretary-General shall establish special conditions under which other children, who fulfil the age, school attendance and support requirements indicated above, may be regarded as dependent children of a staff member. If a child over the age of eighteen years is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

A staff member claiming a child as dependent must certify that he or she provides main and continuing support. This certificate must be supported by documentary evidence satisfactory to the Secretary-General, if a child:

(i) Does not reside with the staff member because of divorce or legal separation of the staff member;

(ii) Is married; or

(iii) Is regarded as a dependant under the special conditions referred to above.

(c) A secondary dependant shall be the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance, provided that the brother or sister fulfils the same age and school attendance requirements established for a dependent child. If the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to school attendance and age shall be waived.

Article IV

APPOINTMENT AND PROMOTION

Regulation 4.1: As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General. Upon appointment, each staff member shall receive a letter of appointment in accordance with the provisions of annex II to the present Regulations and signed by the Secretary-General or by an official in the name of the Secretary-General.

Regulation 4.2: The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Regulation 4.3: In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

Regulation 4.4: Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations. This consideration shall also apply, on a reciprocal basis, to the specialized agencies brought into relationship with the United Nations.

Regulation 4.5: (a) Appointment of Under-Secretaries-General and of Assistant Secretaries-General shall normally be for a period of five years, subject to prolongation or renewal. Other staff members shall be granted either permanent or temporary appointments under such terms and conditions consistent with the present regulations as the Secretary-General may prescribe.

(b) The Secretary-General shall prescribe which staff members are eligible for permanent appointments. The probationary period for granting or confirming a permanent appointment shall normally not exceed two years, provided that in individual cases, the Secretary-General may extend the probationary period for not more than one additional year.

Regulation 4.6: The Secretary-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.

Chapter IV

APPOINTMENT AND PROMOTION

Rule 104.1

Letter of appointment

The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 104.2

Effective date of appointment

(a) The appointment of every locally recruited staff member shall take effect from the date on which the staff member starts to perform his or her duties.

(b) The appointment of every staff member internationally recruited shall take effect from the date on which the staff member enters into official travel status to assume his or her duties or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

Rule 104.3

Re-employment

(a) A former staff member who is re-employed shall either be given a new appointment or, if he or she is re-employed within twelve months of being separated from service or within any longer period following retirement on disability under the Joint Staff Pension Fund Regulations, he or she may be reinstated in accordance with the provisions of paragraph (b) hereunder. If the former staff member is reinstated, it shall be so stipulated in his or her letter of appointment. If the former staff member is given a new appointment, its terms shall be fully applicable without regard to any period of former service. However, such former service shall be counted for the purpose of determining seniority in grade.

(b) On reinstatement the staff member's services shall be considered as having been continuous, and the staff member shall return to the United Nations any monies he or she received on account of separation, including termination indemnity under rule 109.4, repatriation grant under rule 109.5 and payment for accrued annual leave under rule 109.8. The interval between separation and reinstatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's sick leave credit under rule 106.2 at the time of separation shall be re-established; the staff member's participation, if any, in the Joint Staff Pension Fund shall be governed by the Regulations of that Fund.

Rule 104.4

Notification by staff members and obligation to supply information

(a) Staff members shall be responsible on appointment for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules or of completing administrative arrangements in connection with their appointments.

(b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules.

(c) A staff member who intends to acquire permanent residence status in any country other than that of his or her nationality or who intends to change his or her nationality shall notify the Secretary-General of that intention before the change in residence status or in nationality becomes final.

(d) A staff member who is arrested, charged with an offence other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Secretary-General.

(e) A staff member may at any time be required by the Secretary-General to supply information concerning facts anterior to his or her appointment and relevant to his or her suitability, or concerning facts relevant to his or her integrity, conduct and service as a staff member.

Rule 104.5

Geographical distribution

Recruitment on as wide a geographical basis as possible, in accordance with the requirements of staff regulation 4.2, shall not apply to posts in the General Service category or in similar salary levels.

Rule 104.6

Local recruitment

(a) The conditions under which staff members shall be regarded as local recruits for the purposes of these Rules at each duty station, including missions, are set forth in the appendix B to these Rules applicable to the duty station.

(b) A staff member regarded as having been locally recruited shall not be eligible for the allowances or benefits indicated under rule 104.7.

Rule 104.7

International recruitment

(a) Staff members other than those regarded under rule 104.6 as having been locally recruited shall be considered as having been internationally recruited. The allowances and benefits in general available to internationally recruited staff members include: payment of travel expenses upon initial appointment and on separation for themselves and their spouses and dependent children, removal of household effects, non-resident's allowance, home leave, education grant and repatriation grant.

(b) Members of the Field Service and staff members recruited specifically for mission service shall not be eligible for non-resident's allowance or removal of household effects.

(c) A staff member who has changed his or her residential status in such a way that he or she may, in the opinion of the Secretary-General, be deemed to be a permanent resident of any country other than that of his or her nationality may lose entitlement to non-resident's allowance, home leave, education grant, repatriation grant and payment of travel expenses upon separation for the staff member and his or her spouse and dependent children and removal of household effects, based upon place of home leave, if the Secretary-General considers that the continuation of such entitlement would be contrary to the purposes for which the allowance or benefit was created. Conditions governing entitlement to international benefits in the light of residential status are shown in the appendix B to these Rules applicable to the duty station.

Rule 104.8

Nationality

(a) In the application of Staff Regulations and Staff Rules, the United Nations shall not recognize more than one nationality for each staff member.

(b) When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and these Rules shall be the nationality of the State with which the staff member is, in the opinion of the Secretary-General, most closely associated.

Rule 104.9

(Cancelled)

Rule 104.10

Family relationships

(a) Except where another person equally well qualified cannot be recruited appointment shall not be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.

(b) The husband or wife of a staff member may be appointed provided that he or she is fully qualified for the post for which he or she is being considered and that the spouse is not given any preference by virtue of the relationship to the staff member.

(c) A staff member who bears to another staff member any of the relationships specified in (a) and (b) above:

(i) Shall not be assigned to serve in a post which is superior or subordinate in the line of authority to the staff member to whom he or she is related;

(ii) Shall disqualify himself or herself from participating in the process of reaching or reviewing an administrative decision affecting the status or entitlements of the staff member to whom he or she is related.

(d) The marriage of one staff member to another shall not affect the contractual status of either spouse but their entitlements and other benefits shall be modified as provided in the relevant Staff Regulations and Rules. The same modifications shall apply in the case of a staff member whose spouse is a staff member of another organization participating in the United Nations common system. Where both husband and wife are staff members and maintain separate households because they are assigned to different duty stations, the Secretary-General may decide to maintain such separate entitlements and benefits, provided that this is not inconsistent with any staff regulation or other decision of the General Assembly.

Rule 104.11

(Cancelled)

Rule 104.12

Temporary appointments

On recruitment staff members may be granted one of the following types of temporary appointments: probationary appointment, fixed-term appointment, or indefinite appointment.

(a) Probationary appointment

The probationary appointment may be granted to persons under the age of fifty years who are recruited for career service. The period of probationary service under such an appointment shall normally be two years. In exceptional circumstances, it may be reduced or extended for not more than one additional year.

At the end of the probationary service the holder of a probationary appointment shall be granted either a permanent or a regular appointment or be separated from the service.

The probationary appointment shall have no specific expiration date and shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

(b) Fixed-term appointment

The fixed-term appointment, having an expiration date specified in the letter of appointment, may be granted for a period not exceeding five years to persons recruited for service of prescribed duration, including persons temporarily seconded by national Governments or institutions for service with the United Nations. The fixed-term appointment does not carry any expectancy of renewal or of conversion to any other type of appointment.

(c) Indefinite appointment

The indefinite appointment may be granted to:

(i) Persons specifically recruited for mission service who are not granted a fixed-term or regular appointment;

(ii) Persons specifically recruited for service with the Office of the United Nations High Commissioner for Refugees or any other agency or office of the United Nations as may be designated by the Secretary-General.

The indefinite appointment does not carry any expectancy of conversion to any other type of appointment. The indefinite appointment shall have no specific expiration date and, except as provided in staff rule 106.2 (a) (iv), shall be governed by the Staff Regulations and Staff Rules applicable to temporary appointments which are not for a fixed term.

Rule 104.13

Permanent and regular appointments

(a) Permanent appointment

(i) The permanent appointment may be granted to staff members who are holders of a probationary appointment and who, by their qualifications, performance and conduct, have fully demonstrated their suitability as international civil servants and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.

(ii) Permanent appointments shall be subject to review at the end of the first five years of service under such appointment.

(b) Regular appointment

(i) The regular appointment may be granted when warranted by specific circumstances, especially such circumstances of a local nature, to staff members in the General Service and Trades and Crafts categories who are holders of probationary appointments and have shown that they meet the high standards of efficiency, competence and integrity established in the Charter.

(ii) The regular appointment shall be for an indefinite period and may last until retirement. It shall be governed by the Staff Regulations and

Staff Rules applicable to temporary appointments which are not for a fixed term. Regular appointments shall be subject to review at the end of the first five years.

(c) (i) Recommendations proposing the grant of permanent or regular appointments on the ground that a holder of a probationary appointment has met the requirements of this rule may be made to the Secretary-General by agreement between the Office of Human Resources Management and the department or office concerned. Such agreements shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.

(ii) Affirmative recommendations to the effect that the holder of a permanent or regular appointment under a five-year review has maintained the requisite standards of suitability may similarly be made by agreement between the Office of Human Resources Management and the department or office concerned and shall be reported to the Appointment and Promotion Board before submission to the Secretary-General.

(iii) In the absence of an agreed favourable recommendation as provided in (c) (i) or (ii) above, the matter shall be referred to the Appointment and Promotion Board.

(d) Permanent or regular appointments limited to service with the United Nations Children's Fund or the United Nations Development Programme may be granted by the Executive Director of the United Nations Children's Fund or the Administrator of the United Nations Development Programme, respectively, with the assistance of such boards as may be established in accordance with the provisions of the last sentence of rule 104.14 (a) (i).

Rule 104.14

Appointment and Promotion Board

(a) (i) An Appointment and Promotion Board shall be established by the Secretary-General to give advice on the appointment, promotion and review of staff in the General Service and Professional categories and on the appointment and review of staff at the Principal Officer level, except those specifically recruited for service with the United Nations Children's Fund, the United Nations Development Programme, the United Nations Environment Programme, the United Nations Institute for Training and Research or the United Nations University. The Secretary-General shall also establish appointment and promotion committees and such other subsidiary panels as may be necessary to assist the Appointment and Promotion Board in the performance of its functions. The heads of the organs referred to above may establish boards whose composition and functions are generally comparable to those of the Appointment and Promotion Board to advise them in the case of staff members recruited specifically for service with those organs.

(ii) Subject to the criteria of Article 101, paragraph 3, of the Charter and to the provisions of staff regulations 4.2 and 4.4, the Appointment and Promotion Board shall, in filling vacancies, normally give preference, where qualifications are equal, to staff members already in the Secretariat and staff members in other international organizations.

(b) Composition and procedures of the Appointment and Promotion Board

(i) The Appointment and Promotion Board shall consist of seven members and an appropriate number of alternates to be determined by the Secretary-General, at the Principal Officer level and above. The Assistant Secretary-General for Human Resources Management, or an authorized representative shall serve ex officio as a non-voting member of the Board. The other members and alternates shall be appointed by the Secretary-General after consultation with the appropriate staff representative body. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that three members and at least three alternates are appointed from nominees submitted by the appropriate staff representative body.

(ii) The Board shall elect its own Chairman and establish its own procedures.

(c) Composition and procedures of the Appointment and Promotion Committees

(i) The Appointment and Promotion Committee at Headquarters shall consist of seven members and fourteen alternates, at the Second Officer level and above. A designated official of the Office of Human Resources Management shall serve ex officio as a non-voting member of the Committee. The other members and alternates shall be appointed by the Secretary-General after consultation with the appropriate staff representative body. Such members and alternates shall be appointed for fixed periods, normally of one year, subject to renewal. The Secretary-General will ensure that three members and seven alternates are appointed from nominees submitted by the appropriate staff representative body. The Appointment and Promotion Committees established at other designated offices shall be similarly constituted and shall be composed of five or seven members and an equal number of alternates, with at least half appointed from nominees submitted by the appropriate staff representative body.

(ii) Each committee shall elect its own Chairman and, subject to such general directives as may be issued by the Board, shall establish its own procedures.

(d) Subsidiary panels

As necessary, working groups at Headquarters and in other designated offices, with functions comparable to those of the Appointment and Promotion Board and committees, may be appointed in the same manner by the Secretary-General.

(e) For any particular review where promotion is envisaged, the rank of members or alternates serving on the committees or subsidiary panels shall not be below the level to which promotion is contemplated.

(f) Functions of the Appointment and Promotion Board

The function of the Appointment and Promotion Board shall be to make recommendations to the Secretary-General in respect of the following:

(i) Appointment

Proposed probationary appointments and other proposed appointments of a probable duration of one year or more, excluding the appointment of persons recruited specifically for service with a mission.

(ii) Review

a. The suitability for permanent or regular appointment of staff members serving on probationary appointments, as may be referred to it in accordance with the provisions of rule 104.13 (c). Recommendations of the Board may include extension of the probationary period for one additional year or separation from the service.

b. The review of appointments of staff members holding permanent or regular appointments as may be referred to it in accordance with the provisions of rule 104.13 (c). Upon the completion of the first five years of service under such appointments, for the purpose of determining whether the staff member concerned has maintained the standards of efficiency, competence and integrity established in the Charter.

c. The review of proposals for the termination of permanent appointments for unsatisfactory services under staff regulation 9.1 (a) in accordance with the special procedure established for that purpose by the Secretaty-General.

(iii) Promotion

a. The selection of staff members qualified for promotion. For this purpose, the Board shall normally once a year conduct a comprehensive, grade-by-grade review of all staff members within its purview. Wherever practicable, it shall develop and maintain promotion registers embodying the results of such a review. These registers shall be established in relation to an estimate of the total number of known and foreseeable vacancies to be filled by promotion at each grade level in the period until the next general review of staff.

b. In the event that a particular vacancy cannot, by reason of the nature of the work, be appropriately filled from a promotion register, the Board may recommend exceptionally, in advance of the next regular review, the promotion of a staff member considered by it to be best qualified after review of a relevant group of staff.

c. Minimum periods of service in the grade, as a normal requirement for consideration for promotion, shall be established by the Secretary-General upon recommendation by the Appointment and Promotion Board.

(g) The foregoing functions with respect to staff in the Professional category and at the Principal Officer level will be performed by the Appointment and Promotion Board or, at its request, by the Appointment and Promotion Committees, which will report to the Board. The same functions in respect of staff in the General Service category will normally be performed by working groups, in accordance with the provisions establishing such working groups.

Rule 104.15

Medical examination

(a) Staff members may be required from time to time to satisfy the United Nations Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the United Nations Medical Officer before they go on or after they return from mission service.

Article V

ANNUAL AND SPECIAL LEAVE

Regulation 5.1: Staff members shall be allowed appropriate annual leave.

Regulation 5.2: Special leave may be authorized by the Secretary-General in exceptional cases.

Regulation 5.3: Eligible staff members shall be granted home leave once in every two years. However, in the case of service at designated duty stations having very difficult or difficult conditions of life and work, eligible staff members shall be granted, respectively, home leave once in every 12 months and once in every 18 months. A staff member whose home country is the country of his official duty station or who continues to reside in his home country while performing his official duties shall not be eligible for home leave.

Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 105.1

Annual leave

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below and of rule 105.2 (c). No leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under rule 106.4.

(b) (i) Annual leave may be taken in units of days and half-days.

(ii) Leave may be taken only when authorized. If a staff member is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Secretary-General, the absence was caused by reasons beyond the staff member's control, and the staff member has accrued annual leave, the absence will be charged to that leave.

(iii) All arrangements as to leave shall be subject to the exigencies of the service, which may require that leave be taken by a staff member during a period designated by the Secretary-General. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.

(c) Annual leave may be accumulated, provided that not more than twelve weeks of such leave shall be carried forward beyond 1 January of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) (Cancelled)

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Rule 105.2

Special leave

(a) (i) Special leave may be granted for advanced study or research in the interest of the United Nations, in cases of extended illness, for child care or for other important reasons for such period as the Secretary-General may prescribe. In exceptional cases, the Secretary-General may, at his initiative, place a staff member on special leave with full pay if he considers such leave to be in the interest of the Organization.

(ii) Special leave is normally without pay. In exceptional circumstances, special leave with full or partial pay may be granted.

(iii) In the case of adoption of a child, special leave with full pay may be granted under the conditions and for the period established by the Secretary-General.

(iv) Special leave shall not be authorized for governmental service in a political office, in a diplomatic or other representational post or for the purpose of performing any functions that are incompatible with the staff member's continuing status as an international civil servant. In exceptional circumstances, special leave without pay may be granted to a staff member who is requested by his or her Government to render temporary services involving functions of a technical nature.

(b) A staff member, other than one recruited specifically for a mission, who has completed one year of satisfactory probationary service or who has a permanent or regular appointment and who is called upon to serve in the armed forces of the State of which the staff member is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with terms and conditions set forth in appendix C to these Rules.

(c) Staff members shall not accrue service credits towards sick, annual and home leave, salary increment, seniority, termination indemnity and repatriation grant during periods of special leave with partial pay or without pay. Periods of less than one full month of such leave shall not affect the ordinary rates of accrual. Continuity of service shall not be considered broken by periods of special leave.

Rule 105.3

Home leave

(a) Staff members regarded as international recruits under rule 104.7 (a) and not excluded from home leave under rule 104.7 (c), who are serving outside their home country and who are otherwise eligible, shall be entitled once in every two years of qualifying service to visit their home country at United Nations expense for the purpose of spending in that country a substantial period of annual leave. Leave taken for this purpose and under the terms and conditions set forth in this rule shall hereinafter be referred to as home leave.

(b) A staff member shall be eligible for home leave provided the following conditions are fulfilled:

(i) While performing his or her official duties:

a. The staff member continues to reside in a country other than that of which he or she is a national; or

b. In the case of a staff member who is a native of a non-metropolitan territory of the country of the duty station and who maintained his or her normal residence in such non-metropolitan territory prior to appointment, he or she continues to reside, while performing his or her official duties, outside such territory;

(ii) The staff member's service is expected by the Secretary-General to continue:

a. At least six months beyond the date of his or her return from any proposed home leave; and

b. In the case of the first home leave, at least six months beyond the date on which the staff member will have completed two years of qualifying service;

(iii) In the case of home leave following the return from a family visit travel under rule 107.1 (b), normally not less than nine months of continuous service have elapsed since departure on the family visit travel.

(c) Staff members whose eligibility under paragraph (b) above is established at the time of their appointment shall begin to accrue service credit towards home leave from that date. Staff members who become eligible for home leave subsequent to appointment shall begin to accrue such service credit from the effective date of their becoming eligible.

(d) The country of home leave shall be the country of the staff member's nationality, subject to the following terms, conditions and exceptions:

(i) The place of home leave of the staff member within his or her home country shall be, for purposes of travel and transportation entitlements, the place with which the staff member had the closest residential ties during the period of his or her most recent residence in the home country. In exceptional circumstances, a change in the place in the country of home leave may be authorized, under conditions established by the Secretary-General.

(ii) A staff member who has served with another public international organization immediately preceding his or her appointment shall have the place of home leave determined as though his or her entire previous service with the other international organization had been with the United Nations.

(iii) The Secretary-General, in exceptional and compelling circumstances, may authorize:

a. A country other than the country of nationality as the home country, for the purposes of this rule. A staff member requesting such authorization will be required to satisfy the Secretary-General that the staff member maintained normal residence in such other country for a prolonged period preceding his or her appointment, that the staff member continues to have close family and personal ties in that country and that the staff member's taking home leave there would not be inconsistent with the purposes and intent of staff regulation 5.3.

b. Travel in a particular home leave year to a country other than the home country, subject to conditions established by the Secretary-General. In such a case, the travel expenses borne by the United Nations shall not exceed the cost of travel to the home country.

(e) (i) Except in the case of staff members serving on probationary appointment, a staff member's first home leave shall fall due in the calendar year in which the staff member completes two years of qualifying service. A staff member appointed on probationary basis shall not be entitled to the first home leave until he or she has been granted a permanent appointment or an extension of probationary period; however, if the Secretary-General considers that it will not be possible for the Appointment and Promotion Board to review the staff member's case within six months after completion of two years' service, he or she may be granted home leave subject to the other conditions of this rule.

(ii) Home leave may be taken, subject to the exigencies of the service and to the provisions in subparagraph (i) above in respect of probationary appointment, any time during the calendar year in which it falls due.

(f) In exceptional circumstances, a staff member may be granted advanced home leave, provided that normally not less than twelve months of qualifying service have been completed or that normally not less than twelve months of qualifying service have elapsed since the date of return from his or her last home leave. The granting of advanced home leave shall not advance the calendar year in which the next home leave falls due. The granting of advanced home leave shall be subject to the conditions for the entitlement being subsequently met. If these conditions are not met, the staff member will be required to reimburse the costs paid by the Organization for the advanced travel.

(g) If a staff member delays taking his or her home leave beyond the calendar year in which it falls due, such delayed leave may be taken without altering the time of his or her next and succeeding home leave entitlements, provided that normally not less than twelve months of qualifying service elapse between the date of the staff member's return from the delayed home leave and the date of his or her next home leave departure.

(h) A staff member may be required to take his or her home leave in conjunction with travel on official business or change of official duty station, due regard being paid to the interests of the staff member and his or her family.

(i) Subject to the conditions specified in chapter VII of these Rules, a staff member shall be entitled to claim, in respect of authorized travel on home leave, travel time and expenses for himself or herself and eligible family members for the outward and return journeys between the official duty station and the place of home leave.

(j) Travel of eligible family members shall be in conjunction with the approved home leave of the staff member, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the staff member and his or her famiy members from travelling together.

(k) If both husband and wife are staff members who are eligible for home leave, and taking into account rule 104.10 (d), each staff member shall have the choice either of exercising his or her own home leave entitlement or of accompanying the spouse. A staff member who chooses to accompany his or her spouse shall be granted travel time appropriate to the travel involved. Dependent children whose parents are staff members, each of whom is entitled to home leave, may accompany either parent. The frequency of travel shall not exceed the established periodicity of the home leave both with regard to staff members and to their dependent children, if any.

(l) A staff member travelling on home leave shall be required to spend a substantial period of leave in his or her home country. The Secretary-General may request a staff member, on his or her return from home leave, to furnish satisfactory evidence that this requirement has been fully met.

(m) Under the terms and conditions established by the Secretary-General, eligible staff members serving at designated duty stations having very difficult or difficult conditions of life and work shall be granted, respectively, home leave once in every twelve months and once in every eighteen months.

Article VI

SOCIAL SECURITY

Regulation 6.1: Provision shall be made for the participation of staff members in the United Nations Joint Staff Pension Fund in accordance with the regulations of that Fund.

Regulation 6.2: The Secretary-General shall establish a scheme of social security for the staff, including provisions for health protection, sick leave and maternity leave, and reasonable compensation in the event of illness, accident or death attributable to the performance of official duties on behalf of the United Nations.

Chapter VI

SOCIAL SECURITY

Rule 106.1

Participation in the Pension Fund

Staff members whose appointments are for six months or longer or who complete six months of service under shorter appointments without an interruption of more than thirty days shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 105.2

Sick leave

(a) Staff members who are incapacitated from the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

(i) All sick leave must be approved on behalf of the Secretary-General;

(ii) A staff member holding a fixed-term appointment for less than one year shall be granted sick leave credit at the rate of two working days a month of contractual service;

(iii) A staff member holding a probationary appointment or a fixed-term appointment of one year or longer but less than three years shall be granted sick leave up to three months on full salary and three months on half salary in any period of twelve consecutive months;

(iv) A staff member who holds a permanent, regular or indefinite appointment, who holds a fixed-term appointment for three years or who has completed three years of continuous service shall be granted sick leave up to nine months on full salary and nine months on half salary in any period of four consecutive years;

(v) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. Where practicable, they should, before absenting themselves, report to the United Nations Medical Officer;

(vi) Except with the approval of the Secretary-General, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner to the effect that the staff member is unable to perform his or her duties and stating the nature of the illness and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be produced not later than the end of the fourth working day following the initial absence from duty of the staff member;

(vii) After a staff member has taken periods of uncertified sick leave totalling seven working days within a calendar year, any further absence from duty within that year shall either be supported by a medical certificate or be treated as an unauthorized absence in accordance with rule 105.1 (b) (ii);

(viii) A staff member may be required at any time to submit a medical certificate as to his or her condition or to undergo examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. Further sick leave may be refused or the unused portion withdrawn, if the Secretary-General is satisfied that the staff member is able to return to duty. If the staff member disputes the decision, the matter shall be referred, at his or her request, to an independent practitioner acceptable to both the Medical Director and the staff member or to a medical board. The medical board shall consist of the following members:

a. A medical practitioner selected by the staff member;

b. The United Nations Medical Director or a medical practitioner designated by the Medical Director;

c. A third medical practitioner, who shall be selected by agreement between the other two members and who shall not be a medical officer of the United Nations.

(ix) A staff member shall not, while on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.

(b) When sickness of more than three consecutive working days occurs within a period of annual leave, including home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. In such circumstances, a staff member should submit his or her request for sick leave together with supporting certificate or other evidence as soon as practicable, and in any event immediately on his or her return to duty.

(c) A staff member shall immediately notify a United Nations medical officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. In such a case or in the case of any other condition which may affect the health of others, a staff member may be directed not to attend the office. He or she shall receive full salary and other emoluments for the period of authorized absence.

(d) (Cancelled)

Rule 106.3

Maternity leave

(a) A staff member shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall extend for a total period of sixteen weeks from the time it is granted, except as provided in subparagraph (iii) below;

(ii) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. However, at the staff member's request and upon production of a certificate from a duly qualified medical practitioner or widwife indicating that she is fit to continue working, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth. The pre-delivery leave shall extend to the actual date of birth;

(iii) The post-delivery leave shall extend for a period equivalent to the difference between sixteen weeks and the actual period of pre-delivery leave, subject to a minimum of ten weeks. However, the staff member, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iv) The staff member shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (ii) and (iii) above;

(b) (Cancelled)

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (Cancelled)

(e) Annual leave shall accrue during the period of maternity leave, provided that the staff member returns to service for at least six months after the completion of maternity leave.

(f) (Cancelled)

Rule 106.4

Compensation for death, injury or illness attributable to service

Staff members shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to these Rules.

Rule 106.5

Compensation for loss or damage to personal effects attributable to service

Staff members shall be entitled, within the limits and under terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 106.6

Medical insurance

Staff members may be required to participate in a United Nations medical insurance scheme under conditions established by the Secretary-General.

Article VII

TRAVEL AND REMOVAL EXPENSES

Regulation 7.1: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.

Regulation 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 107.1

Official travel of staff members

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay the travel expenses of a staff member under the following circumstances:

(i) On initial appointment, provided the staff member is considered to have been internationally recruited under rule 104.7;

(ii) When required to travel on official business;

(iii) On change of official duty station, as defined in rule 101.4;

(iv) On home leave, in accordance with the provisions of rule 105.3;

(v) On family visit, in accordance with the provisions of paragraph (b) below;

(vi) On separation from service, in accordance with the provisions of chapter IX of the Staff Regulations and Staff Rules;

(vii) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

(b) Under subparagraph (a) (v) above, the United Nations may pay the travel expenses of a staff member to the place of recruitment, to the place of home leave or to the previous duty station for the purpose of visiting his or her eligible family members once every year in which the staff member's home leave does not fall due, provided that:

(i) The staff member has completed not less than one year of continuous service at the duty station since the initial appointment or assignment or not less than nine months since departure on his or her last home leave journey;

(ii) The staff member's service at the duty station is expected to continue at least six months beyond the date of return to the duty station;

(iii) During the preceding twelve months, none of the eligible family members has been present with the staff member at the duty station after travel at United Nations expense except education grant travel.

Should a staff member wish to visit his or her eligible family members residing at any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of travel to the place of home leave. The Secretary-General may establish special conditions for payment of these travel expenses in respect of eligible staff members serving at designated duty stations having very difficult or difficult conditions of life and work.

(c) Under subparagraph (a) (vi) above, the United Nations shall pay the travel expenses of a staff member to the place of recruitment or, if the staff member had a probationary appointment or an appointment for a period of two years or longer or had completed not less than two years of continuous service, to the place recognized as his or her home for the purpose of home leave under rule 105.3. Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.

Rule 107.2

Official travel of family members - established offices

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay, in the case of service at an established office, the travel expenses of a staff member's eligible family members under the following circumstances:

(i) On the initial appointment of a staff member who is considered to have been internationally recruited, under the provisions of rule 104.7, provided the appointment is for a period of one year or longer or is a probationary appointment and provided the staff member's services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(ii) Following completion by the staff member of not less than one year of continuous service, provided his or her services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(iii) On change of official duty station, provided the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(iv) On home leave, in accordance with the provisions of rule 105.3;

(v) On separation of a staff member from service, provided the staff member's appointment was for a period of one year or longer or the staff member had completed not less than one year of continuous service;

(vi) On journeys approved in connection with the education of a staff member's child;

(vii) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;

(viii) On travel of the spouse to the duty station, in lieu of the staff member's family visit travel under rule 107.1 (a) (v), subject to the same conditions as specified in rule 107.1 (b).

(b) Under subparagraphs (a) (i) and (ii) above, the United Nations shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place of home leave. Should a staff member wish to bring any eligible family member to the official duty station from any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of travel from place of recruitment or home leave.

(c) Under subparagraph (a) (v) above, the United Nations shall pay the travel expenses of a staff member's eligible family members from the official duty station to the place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1. Where both husband and wife are staff members and either or both are entitled to the payment of travel expenses on separation from service, and taking into account rule 104.10 (d), travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for a staff member while he or she remains in the service of the Organization.

Rule 107.3

Official travel of family members - mission service

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay in the case of service with a mission, the travel expenses of a staff member's eligible family members to and from the mission area provided that:

(i) The staff member is detailed, assigned or transferred from an established office or has been recruited specifically for the mission from outside the area of the mission;

(ii) The staff member is detailed, assigned or transferred or appointed for an anticipated continuous period of not less than one year, or the staff member's assignment after a shorter period is extended so that the total anticipated period is not less than one year;

(iii) The staff member's services are expected to continue in the mission area beyond six months after the beginning date of the family member's travel, and they are expected to remain in the mission area for the major part of the staff member's assignment;

(iv) The Secretary-General has decided that there are no special circumstances or local conditions which make it undesirable for the staff member to be accompanied by his or her family members;

(v) The staff member assumes responsibility for providing living accommodations for his or her family members.

(b) The provisions of paragraphs (b) and (c) of rule 107.2 shall apply to mission service, provided that, in the case of staff members detailed, assigned or transferred from an established office, travel shall normally be between the established office and the mission area.

Rule 107.4

Loss of entitlement to return transportation

(a) A staff member who resigns before completing one year of service or within six months following the date of his or her return from travel on home leave or family visit shall not be entitled to payment of return travel expenses for himself or herself and family members unless, in the opinion of the Secretary-General, there are compelling reasons for authorizing such payment.

(b) Entitlement to return travel expenses shall cease if travel has not commenced within six months after the date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to return travel expenses, and taking into account rule 104.10 (d), his or her entitlement shall not cease until six months after the date of separation of the other spouse.

Rule 107.5

Eligible family members

(a) Eligible family members, for the purposes of official travel, shall be deemed to comprise a spouse and those children recognized as dependent under rule 103.24 (b). In addition, those children in respect of whom an education grant is payable, even though they are no longer recognized as dependent under staff rule 103.24 (b), shall be eligible for education grant travel.

(b) The Secretary-General may authorize payment of the travel expenses of a child for one trip either to the staff member's duty station or to his or her home country beyond the age when the dependency status of the child would otherwise cease under the relevant Staff Regulations and Staff Rules, either within one year or upon completion of the child's continuous full-time attendance at a university, when the attendance at the university commenced during the period of recognized dependency status.

(c) Notwithstanding rule 107.2 (a) (v) or rule 107.3, the Secretary-General may also authorize payment of the travel expenses for repatriation purposes of a former spouse.

Rule 107.6

Authority for travel

Before travel is undertaken it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

Rule 107.7

Travel expenses

(a) Travel expenses which shall be paid or reimbursed by the United Nations under the relevant provisions of these rules shall include:

(i) Transportation expenses (i.e., carrier fare);

(ii) Terminal expenses;

(iii) Transit expenses;

(iv) Travel subsistence allowance;

(v) Necessary additional expenses incurred during travel.

In addition, expenses incurred for hotel accommodation prior to departure on assignment or transfer from a duty station which is not one where the headquarters of one of the organizations of the United Nations common system is located will be reimbursed under conditions established by the Secretary-General.

(b) Staff members shall exercise the same care in incurring expenses that a prudent person would exercise if travelling on personal business.

Rule 107.8

Route, mode and standard of transportation

(a) Official travel shall, in all instances, be by a route, mode and standard of transportation approved in advance by the Secretary-General.

(b) Travel expenses or other entitlements, including travel time, shall be limited to the amount allowable for a journey by the approved route, mode and standard. Staff members who wish to make other arrangements for personal convenience must obtain permission to do so in advance and pay all additional costs.

Rule 107.9

Route and mode of travel

(a) The normal route for all official travel shall be the most direct and economical route. An alternative route may be approved when, in the opinion of the Secretary-General, it is in the best interest of the United Nations.

(b) The normal mode of transportation for all official travel shall be by air. An alternative mode of transportation may be approved when, in the opinion of the Secretary-General, its use is in the best interest of the United Nations.

(c) If a staff member or family member travels by a more economical mode of transportation than the approved mode, the United Nations shall pay only for the mode of transportation actually used.

Rule 107.10

Standard of accommodation

(a) For all official travel by air, staff members and their eligible family members shall be provided with economy class transportation in accordance with the least costly airfare structure regularly available or its equivalent. However, under conditions established by the Secretary-General, accommodation immediately below first class may be granted. In exceptional cases, the Secretary-General may allow first class travel.

(b) The air travel accommodation under paragraph (a) above shall be provided at the most economical rate appropriate. Children under two years of age travelling by air shall be provided with a ticket giving entitlement to a seat.

(c) For all official travel by sea approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with the standard of accommodation which is, in the opinion of the Secretary-General, appropriate to the circumstances of the case.

(d) For all official travel by train approved under paragraph (b) of rule 107.9, staff members and their family members shall be provided with regular first class or equivalent accommodation, including sleeper and other facilities, as appropriate.

(e) A higher standard of accommodation may be approved when, in the opinion of the Secretary-General, special circumstances warrant it.

(f) If a staff member or family member travels by more economical accommodations than the approved standard, the United Nations shall only pay for accommodations actually used at the rate paid by the traveller.

Rule 107.11

Travel by automobile

(a) Staff members who are authorized to travel by automobile shall be reimbursed by the United Nations at rates and under conditions established by the Secretary-General on the basis of operating costs in the area in which the travel is undertaken and an appropriate minimum distance for the calculation of the daily subsistence allowance.

(b) Reimbursement for travel within a radius of thirty-five miles of the official duty station shall be based on actual mileage, and for travel beyond a thirty-five-mile radius, on the mileage as shown on official road guides. Commutation between residence and place of business shall not be reimbursable.

(c) The mileage rate established by the Secretary-General shall be payable to only one of two or more persons travelling together on the same trip and in the same automobile.

(d) The total of mileage rate reimbursement and travel subsistence allowance which a staff member may claim in respect of a particular journey shall be limited to the maximum travel expenses to which he or she would have been entitled had the staff member and eligible family members travelled by the most economical route.

Rule 107.12

Purchase of tickets

(a) Unless the staff member concerned is specifically authorized to make other arrangements, all tickets for transportation involving official travel of staff members and eligible family members shall be purchased by the United Nations in advance of the actual travel or, where circumstances so require, shall be secured by the staff member.

(b) When a staff member requests a standard of accommodation in excess of his or her entitlement under rule 107.10 or is authorized to travel, for reasons of personal preference or convenience, by other than the approved route or mode of transportation as provided for under rule 107.9, the staff member shall be required to reimburse the United Nations for any additional costs thus incurred before the United Nations provides him or her with the necessary tickets.

Rule 107.13

Terminal expenses

(a) For all official travel to or from the duty station, a staff member may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling up to $18 in respect of himself or herself and up to $6 in respect of each family member authorized to travel at United Nations expense. However, when an official United Nations or government vehicle is provided for one of these trips, the reimbursable amounts shall be reduced, respectively, to $6 and $3. No expenses shall be reimbursable in respect of an intermediate stop:

(i) Which is not authorized;

(ii) Which does not involve leaving the terminal; or

(iii) Which is exclusively for the purpose of making an onward connection.

(b) Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under rule 107.19 (iii).

(c) (Cancelled)

Rule 107.14

Expenses while in transit

(a) A staff member and his or her eligible family members authorized to travel by sea shall be entitled to a fixed amount to cover transit expenses equivalent to the amount of travel subsistence allowances that would have been payable in respect of the travel if the travel had been by air.

(b) When the authorized mode of transportation is other than by sea, full travel subsistence allowance shall be payable for the time spent in transit, subject to the conditions laid down in rules 107.15 to 107.18, and provided that, in the case of travel other than on official business, a maximum of three days' travel time shall be allowed in respect of any specific journey.

Rule 107.15

Travel subsistence allowance

(a) Except as provided in rule 107.14 (a) and in paragraph (h) below, a staff member authorized to travel at United Nations expense shall receive an appropriate daily subsistence allowance in accordance with a schedule of rates established from time to time. Such established rates shall be subject to rule 107.16 and to reductions in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) The Secretary-General may, in exceptional and compelling circumstances, authorize a reasonable increase in the travel subsistence allowance to be paid to a staff member who is required to accompany a senior official and whose official duties while in travel status require that his or her additional living expense be established at a rate substantially higher than that contemplated in setting the allowance rate for his or her level.

(c) Travel subsistence allowance shall be deemed to comprise the total contribution of the United Nations towards such charges as meals, lodging, gratuities and other payments made for personal services rendered. Except as provided in rule 107.19, any expenditures incurred in excess of the allowance shall be borne by the staff member.

(d) Except as provided in rule 107.14 (a) and in paragraph (h) below, when the spouse or dependent children of a staff member are authorized to travel at United Nations expense, the staff member shall be paid an additional travel subsistence allowance in respect of each of them at half the rate applicable to the staff member.

(e) Except for leave taken at a rate not exceeding one and a half days for each completed month on which a staff member is in travel status on official business, travel subsistence allowance shall not be paid in respect of any period of annual or special leave. It shall not, in any event, be paid in respect of leave taken at the conclusion of active duty on an assignment but prior to the staff member's return to his or her official duty station.

(f) The travel subsistence allowance shall continue to be paid during periods of sick leave while in travel status, except that, if the traveller is hospitalized, only one third of the appropriate daily rate shall be paid.

(g) The appropriate travel subsistence allowance shall be paid for any days on which a staff member is required to perform official duties in connection with travel on home leave.

(h) No travel subsistence allowance shall be payable in respect of travel on home leave, family visit or education grant, provided that the allowance may be paid for stopovers actually made on such travel under conditions established by the Secretary-General. Where travel at United Nations expense is authorized for medical, security or other reasons under rule 107.1 (a) (vii) or 107.2 (a) (vii), an appropriate amount of subsistence allowance may be paid at the discretion of the Secretary-General.

Rule 107.16

Special rates of travel subsistence allowance

In the event of staff members being assigned to conferences or for other extended periods of duty away from their official duty station, the Secretary-General may establish a special rate of subsistence allowance.

Rule 107.17

(Cancelled)

Rule 107.18

Computation of the travel subsistence allowance

(a) Except during travel by sea, subsistence allowance shall be paid to a staff member, at the rates and under the conditions prescribed in rule 107.15 for each calendar day or fraction thereof involving an overnight stay away from his or her residence, during which the staff member or his or her family members are in official travel status, provided that for a journey of twenty-four hours or longer a full day's allowance at the appropriate rate shall be paid for the day on which travel is begun and that no allowance shall be paid for the day on which travel is ended. Where travel does not involve an overnight stay away from the residence, no allowance shall be paid for a journey of less than ten hours, and 40 per cent of the allowance shall be paid for a journey of ten hours or more.

(b) Where travel is by sea, a full day's allowance at the appropriate rate shall be paid for the day of arrival at the port of disembarkation, provided the traveller remains in official travel status for more than twelve hours thereafter. No allowance shall be paid for the day on which embarkation takes place.

(c) If more than one rate should apply during the course of any one day, the rate applicable to the major portion of the day shall be paid for the entire day. If the traveller completes his or her travel on the same day as he or she commenced it, the rate applicable for the area of the destination shall be paid for that day.

(d) When it is necessary, for the purpose of computing the amount of travel subsistence allowance payable, to specify the "hour of departure" and the "hour of arrival", these shall be considered as the time when the train, vessel or airplane used by the traveller actually leaves or arrives at its regular terminal.

Rule 107.19

Miscellaneous travel expenses

Necessary additional expenses incurred by a staff member in connection with the transaction of official business or in the performance of authorized travel shall be reimbursed by the United Nations after completion of travel, provided the necessity and nature of the expenses are satisfactorily explained and supported by proper receipts, which shall normally be required for any expenditures in excess of $6.00. Such expenses, for which advance authorization shall be obtained to the extent practicable, shall normally be limited to:

(i) Hire of local transportation other than that provided for under rule 107.13;

(ii) Telephone, telegraph, radio and cable messages of official business;

(iii) Transfer of authorized baggage by railway express or other appropriate agency;

(iv) Hire of room for official use;

(v) Stenographic or typewriting services or rental of typewriters in connection with the preparation of official reports or correspondence;

(vi) Transportation or storage of baggage or property used on official business.

Rule 107.20

Installation

(a) Subject to the conditions set forth hereunder and except for service on a special mission assignment, a staff member shall be paid, in respect of himself or herself and his or her eligible family members, an installation grant when the staff member travels at United Nations expense to a new duty station on an assignment expected to be of at least one year's duration. Such payment shall be the total compensation payable by the United Nations towards the initial extraordinary living costs incurred by the staff member and his or her eligible family members immediately following their arrival at the duty station.

(b) The amount of the installation grant shall be the equivalent of thirty days of subsistence allowance at the appropriate daily rate applicable under subparagraph (c) (i) below in respect of a staff member and at one half that rate in respect of a family member for whom travel expenses have been paid by the United Nations. This amount shall be calculated on the basis of the rate prevailing on the date of the staff member's or the family member's arrival, as appropriate.

(c) (i) The Secretary-General may establish special rates of subsistence allowance for purposes of the installation grant for specific categories of staff at the various duty stations and publish such rates by administrative instruction or by other appropriate means. Where such special rates have not been established, the travel subsistence allowance rates established under rule 107.15 shall be used in computing the installation grant.

(ii) Under conditions established by the Secretary-General, the limit of thirty days provided in paragraph (b) above may be extended up to a maximum of ninety days. The amount of the grant during the extended period shall be up to 60 per cent of the appropriate rate applicable to the initial period.

(iii) In addition to any amount of grant paid at the daily rates under this rule, the payment of a lump sum may be authorized at designated duty stations under conditions established by the Secretary-General. The lump sum shall be $600 for the staff member and $600 for each eligible family member who joins the staff member at the duty station, up to a maximum of $2,400.

(d) If a change of official duty station or a new appointment involves a return to a place at which the staff member was previously stationed, the full amount of the installation grant shall not be payable unless the staff member has been absent from that place for at least one year. In the case of a shorter absence, the amount payable shall normally be that proportion of the full grant which the completed months of absence bear to one year.

(e) Where both husband and wife are staff members who are travelling at United Nations expense to a duty station, and taking into account rule 104.10 (d), the installation grant shall be paid to each in respect of himself or herself. If they have a dependent child or children, the installation grant in respect of such child or children will be paid to the staff member on whom each child is recognized to be dependent. With regard to the lump sum provided for in subparagraph (c) (iii) above, the amount payable to both spouses jointly shall not exceed the maximum of $2,400.

(f) The installation grant shall not be payable in connection with education grant travel.

(g) The Secretary-General may, in appropriate cases, authorize payment of all or part of the installation grant where the United Nations has not been required to pay travel expenses upon the appointment of a staff member regarded as internationally recruited under rule 104.7.

Rule 107.21

Excess baggage and unaccompanied shipments

(a) For the purposes of these rules "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies, and "personal effects and household goods" shall be as defined in rule 107.27 (d) (ii).

(b) Staff members travelling by air economy class or its equivalent shall be entitled to payment of excess baggage for themselves and their eligible family members to the extent of the difference between the free baggage allowance by first class and by economy class or its equivalent.

(c) When baggage is carried without charge by one transportation company, but considered as excess by a company furnishing subsequent transportation other than by air, the traveller may be reimbursed for the charges involved provided he or she obtains a statement from the company making the charges that the baggage was considered as excess.

(d) Charges for excess baggage by air, other than those authorized under paragraph (b) above, shall not be reimbursable unless, in the opinion of the Secretary-General, the circumstances under which the staff member is travelling are of a sufficiently exceptional and compelling nature to warrant such reimbursement.

(e) When the authorized travel is by air or by land, charges for unaccompanied shipment of personal baggage relating to travel on home leave, family visit or education grant may be reimbursed up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

(i) 50 kilograms (110 pounds) or 0.31 cubic metres (11 cubic feet) by surface means per person in respect of each journey, except as provided in subparagraph (ii) below. At the request of the staff member, this entitlement may be converted to 10 additional kilograms of accompanied excess baggage or its equivalent as established by the Secretary-General;

(ii) 200 kilograms (440 pounds) or 1.24 cubic metres (44 cubic feet) by surface means for travel on education grant in regard to the first outward journey to, and the final return journey from, an educational institution.

(f) On travel on appointment or assignment for one year or more, on transfer or on separation from service in the case of an appointment for one year or more, where no entitlement to removal costs exists under rule 107.27, a staff member shall be paid expenses incurred in transporting personal effects and household goods by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

(i) 1,000 kilograms (2,200 pounds) or 6.23 cubic metres (220 cubic feet) for the staff member;

(ii) 500 kilograms (1,100 pounds) or 3.11 cubic metres (110 cubic feet) for the first family member; and

(iii) 300 kilograms (660 pounds) or 1.87 cubic metres (66 cubic feet) for each additional family member

authorized to travel at the expense of the Organization.

(g) Unaccompanied shipments shall normally be made in one consignment and shall be within the limit of costs of transportation between the places of departure and destination of the authorized travel of the staff member or his or her family members. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments under paragraphs (e) (ii), (f), (h) and (i) will be reimbursed within the limits of authorizing weight or volume but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment.

(h) On travel on appointment, assignment, transfer or separation from service, where entitlement to removal costs does exist under rule 107.27, a staff member shall be paid expenses incurred in transporting a reasonable amount of personal effects and household goods, as an advanced removal shipment, by the most economical means, as determined by the Secretary-General, up to a maximum, including the weight or volume of packing but excluding crating and lift vans, of:

(i) 450 kilograms (990 pounds) or 2.80 cubic metres (99 cubic feet) for the staff member;

(ii) 300 kilograms (660 pounds) or 1.87 cubic metres (66 cubic feet) for the first family member; and

(iii) 150 kilograms (330 pounds) or 0.93 cubic metres (33 cubic feet) for each additional family member

authorized to travel at the expense of the Organization. The weight or volume of any shipment under this paragraph shall be deducted from the maximum weight or volume to which the staff member is entitled under paragraph (d) of rule 107.27.

(i) On travel on appointment or assignment for less than one year or on separation from service in the case of an appointment for less than one year, a staff member may be authorized to ship personal effects at United Nations expense by the most economical means, up to a maximum of 100 kilograms (220 pounds) or 0.62 cubic metres (22 cubic feet), including the weight or volume of packing but excluding crating and lift vans. Where the appointment or assignment is extended for a total period of one year or more, the staff member shall be paid expenses for an additional shipment of personal effects and household goods up to the maximum entitlements established in paragraph (f) above.

(j) Where surface shipment under paragraphs (e) (ii), (f), (h) or (i) is the most economical means of transport, such shipment may be converted to air freight on the basis of one half of the weight or volume of the authorized surface entitlement:

(i) When a staff member elects to convert the whole surface entitlement to air freight; or

(ii) When, in the opinion of the Secretary-General, the conversion to air freight of a portion of the surface entitlement is necessary to meet urgent needs.

However, for shipments under paragraph (f) above, a portion of the surface entitlement up to 10 per cent thereof may be converted to air freight, on the basis of the full weight or volume, except in case of separation from service or on appointment, assignment or transfer to a duty station in a city where the headquarters of the United Nations, a specialized agency or the International Atomic Energy Agency is located. If the entitlement is under paragraph (h) above, twice the weight or volume of the air freight shipment shall be deducted from the staff member's entitlement under rule 107.27.

(k) When the authorized travel is by air, the staff member may elect to convert the whole surface shipment relating to travel on home leave, family visit or education grant under paragraph (e) (i) above to air freight on the basis of the one-half rule. No costs for packing, crating, unpacking and uncrating will be paid, but reasonable costs will be paid for cartage of such air freight shipments.

(l) Notwithstanding the one-half rule laid down in paragraphs (j) and (k) above, conversion to air freight on the basis of the full weight or volume may be authorized in the following cases:

(i) Where the cost of air freight is lower than surface shipment;

(ii) Where there is an extraordinary risk of damage to, or loss of, the shipment in transit; or

(iii) Where an excessive shipping delay is expected, particularly for shipment to land-locked countries.

However, for surface shipments under paragraph (e), conversion on the basis of the full weight or volume may be authorized only in the cases indicated in subparagraphs (i) and (ii) above.

(m) Under terms and conditions established by the Secretary-General, internationally recruited staff members serving at designated duty stations having very difficult conditions of life and work shall be granted once a year an additional shipment entitlement to the duty station by surface means of up to 50 kilograms (110 pounds) or 0.31 cubic metres (11 cubic feet) excluding crating, in respect of the staff member and each eligible family member accompanying the staff member at the duty station.

Rule 107.22

Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid in respect of loss or damage to accompanied personal baggage, in accordance with such arrangements as may be in force under rule 106.5.

(b) In the case of unaccompanied shipments authorized under rule 107.21, except on home leave, family visit or education grant travel, insurance coverage will be provided by the Organization up to a maximum of:

(i) $8,000 for the staff member;

(ii) $4,000 for the first family member;

(iii) $2,400 for each additional family member.

Such insurance coverage shall not include articles of special value for which special premium rates are charged. The United Nations will not be responsible for loss or damage of unaccompanied baggage. When the unaccompanied shipment is in accordance with the entitlement for advance removal shipment authorized under rule 107.21 (h), the amount of the insurance coverage shall be deducted from the overall insurance entitlement authorized for removal shipments under paragraph (c) below.

(c) The cost of insurance of personal effects and household goods in transit (excluding articles of special value for which special rates of premium are charged) under rule 107.27 shall be reimbursed, up to maximum valuation of $40,000 for a staff member without a spouse or dependent child and $65,000 for a staff member with a spouse or dependent child residing at the official duty station. The United Nations shall in no case be responsible for loss or damage.

(d) In the case of unaccompanied shipments authorized under rule 107.21, except on home leave, family visit or education grant travel, or under rule 107.27, the staff member shall furnish the Organization, prior to shipment, with an itemized inventory in duplicate of all articles, including containers such as suitcases, and the replacement value in United States dollars of each article in the shipments.

Rule 107.23

Travel advances

Staff members authorized to travel shall provide themselves with sufficient funds for all current expenses by securing an advance of funds if necessary. A reasonable advance of funds against the estimated reimbursable travel expenses may be made to a staff member or his or her family members for expenses authorized under these rules. An advance of funds shall be considered reasonable if not less than $50 or more than 80 per cent of the estimated reimbursable expenditures. If, in the course of travel, the staff member has earned in subsistence allowance an amount equal to the amount advanced, the staff member may be advanced the balance of the estimated reimbursable expenditures.

Rule 107.24

Illness or accident during travel

The United Nations shall pay or reimburse reasonable hospital and medical expenses, in so far as these are not covered by other arrangements, which may be incurred by staff members who become ill or are injured while in travel status on official business.

Rule 107.25

Reimbursement of travel expenses

The Secretary-General may reject any claim for payment or reimbursement of travel or removal expenses which are incurred by a staff member in contravention of any provision of these rules.

Rule 107.26

Transportation of decedents

Upon the death of a staff member or of his or her spouse or dependent child, the United Nations shall pay the expenses of transportation of the body from the official duty station or, in the event of death having occurred while in travel status, from the place of death, to a place to which the deceased was entitled to return transportation under rule 107.1 or 107.2. These expenses shall include reasonable costs for preparation of the body. If local interment is elected, reasonable expenses incurred for the interment may be reimbursed.

Rule 107.27

Removal costs

(a) Subject to the provisions of rule 103.22 on assignment allowance, when an internationally recruited staff member is to serve at an established office for a continuous period which is expected to be two years or longer, the Secretary-General shall decide whether to pay an assignment allowance under rule 103.22 or to pay costs for the removal of the staff member's personal effects and household goods under the following circumstances:

(i) On initial appointment for a period of two years or longer;

(ii) Upon completion of two years of continuous service;

(iii) On change of duty station to an established office, provided that the staff member is expected to serve at the new duty station for a period of two years or longer and that, in exceptional cases where the expected period of service is one year or more but less than two years, the Secretary-General may authorize payment of removal costs under this rule in lieu of assignment allowance under rule 103.22;

(iv) Upon separation from service, provided that the staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service.

(b) Under subparagraphs (a) (i) and (ii) above, the United Nations shall pay the expenses of removing a staff member's personal effects and household goods either from the place of recruitment or from the place recognized as his or her home for purposes of home leave under rule 105.3, provided that the effects and goods were in the staff member's possession at the time of appointment and are being transported for his or her own use. Payment of removal expenses from a place other than those specified may be authorized by the Secretary-General in exceptional cases, on such terms and conditions as the Secretary-General deems appropriate. No expenses shall be paid for removing a staff member's personal effects and household goods from one residence to another at the duty station.

(c) Under subparagraph (a) (iv) above, the United Nations shall pay the expenses of removing a staff member's personal effects and household goods from the official duty station to any one place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1 or any other one place authorized by the Secretary-General in exceptional cases on such terms and conditions as the Secretary-General deems appropriate, provided that the effects and goods were in the staff member's possession at the time of separation from service and are being transported for his or her own use.

(d) Payment by the United Nations of removal expenses shall be subject to the following considerations:

(i) The maximum weight and volume for which entitlement to removal at United Nations expense exists shall be 4,890 kilograms (10,800 pounds) or 30.58 cubic metres (1,080 cubic feet), including the weight or volume of packing but excluding crating and lift vans, for a staff member without a spouse or dependent child and 8,150 kilograms (18,000 pounds) or 50.97 cubic metres (1,800 cubic feet) for a staff member with a spouse or dependent child residing at the official duty station. Higher maxima may be authorized if the staff member presents convincing evidence that his or her normal and necessary personal effects and household goods to be removed exceed those limits;

(ii) For the purposes of unaccompanied shipments and removal, personal effects and household goods shall include all effects and goods normally required for personal or household use provided that animals, boats, automobiles, motorcycles, trailers and other power-assisted conveyances shall in no case be considered as such effects and goods;

(iii) Shipments under this rule shall normally be made in one consignment. Reasonable costs of packing, crating, cartage, unpacking and uncrating of such shipments within the limits of the authorized weight or volume will be reimbursed, but costs for the servicing, dismantling, installing or special packing of personal effects and household goods shall not be reimbursed. Storage and demurrage charges shall not be reimbursed unless, in the opinion of the Secretary-General, they are directly incidental to the transportation of the consignment;

(iv) Transportation of personal effects and household goods shall be by the most economical means, as determined by the Secretary-General, taking into account costs allowable under subparagraph (d) (iii) above;

(v) In addition to the removal expenses under this rule, the cost of transporting a privately owned automobile to a duty station may be partially reimbursed under conditions established by the Secretary-General, provided that the duty station to which the automobile is transported is one of the duty stations designated for that purpose and that the assignment of the staff member to the duty station is expected to be for a period of two years or more or that the initial assignment for a lesser period is extended so that the total period of assignment becomes two years or more.

(e) Removal costs shall not be payable under this rule in the case of mission service.

(f) Where both husband and wife are staff members and each is entitled to removal of personal effects and household goods or to unaccompanied shipment under rule 107.21 (f), and taking into account rule 104.10 (d), the maximum weight or volume that may be removed at United Nations expense for both of them shall be that provided for a staff member with a spouse or dependent child residing at the official duty station.

(g) When an internationally recruited staff member is assigned to a duty station where an assignment allowance, rather than payment of removal costs, is authorized, the United Nations shall pay the costs for the storage of personal effects and household goods and other pertinent charges, including the cost of insurance up to a maximum of $40,000 for a staff member without a spouse or dependent child and $65,000 for a staff member with a spouse or dependent child, provided that:

(i) The staff member is assigned from a duty station to which he or she enjoyed removal entitlement under paragraph (a) above or would have enjoyed such entitlement had the staff member been recruited from outside the area of the duty station;

(ii) The staff member is expected to return to the same duty station within five years;

(iii) The quantity of personal effects and household goods stored does not exceed the difference between the maximum allowance under paragraph (d) above and the amount actually shipped under rule 107.21. The maximum insurance value shall be reduced accordingly.

Storage charges shall not be paid beyond the five-year period following the date of the assignment. However, where a staff member's assignment is extended beyond the initial period of five years at a duty station for a period of up to two years at the same duty station in accordance with rule 103.22 (b), storage charges may continue to be paid for the period of such extension. Storage charges shall not be paid in the case of mission or other assignments not involving a change of official duty station.

Rule 107.28

Loss of entitlement to unaccompanied shipment or removal expenses

(a) A staff member who resigns before completing two years of service shall not normally be entitled to payment of removal expenses under rule 107.27 above.

(b) Entitlement to removal expenses under rule 107.27 (a) (i), (ii) and (iii) shall normally cease if removal has not commenced within two years after the date on which the staff member became entitled to removal expenses or if the staff member's services are not expected to continue for more than six months beyond the proposed date of arrival of the personal effects and household goods.

(c) Upon separation from service, entitlement to unaccompanied shipment expenses under rule 107.21 (f) and (i) or removal expenses under rule 107.27 shall cease if the shipment or removal has not commenced within six months or one year, respectively, after the date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to unaccompanied shipment or removal expenses, and taking into account rule 104.10 (d), his or her entitlement shall not cease until six months or one year, as the case may be, after the date of separation of the other spouse.

Article VIII

STAFF RELATIONS

Regulation 8.1: (a) The Secretary-General shall establish and maintain continuous contact and communication with the staff in order to ensure the effective participation of the staff in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies.

(b) Staff representative bodies shall be established and shall be entitled to initiate proposals to the Secretary-General for the purpose set forth in subparagraph 1 (a) above. They shall be organized in such a way as to afford equitable representation to all staff members, by means of elections that shall take place at least biennially under electoral regulations drawn up by the respective staff representative body and agreed to by the Secretary-General.

(c) (Cancelled)

Regulation 8.2: The Secretary-General shall establish joint staff-management machinery at both local and Secretariat-wide levels to advise him regarding personnel policies and general questions of staff welfare as provided in regulation 8.1.

Chapter VIII

STAFF RELATIONS

Rule 108.1

Staff representative bodies

Definition. The term "staff representative bodies", as used in the present chapter of the Staff Rules, shall be deemed to include staff councils, as referred to in other chapters of the Rules, as well as other corresponding staff representative bodies established in accordance with staff regulation 8.1 (b).

(a) Staff representative bodies shall be established at the following duty stations: Addis Ababa, Baghdad, Bangkok, Geneva, Jerusalem, Nairobi, New York, Santiago and Vienna. Staff representative bodies may also be established at other duty stations, each of which may affiliate with a staff representative body at one of the duty stations specified above. Staff members serving in duty stations where no staff representative body exists may decide to be represented through a staff representative body at one of the specified duty stations.

(b) Each member of the staff may participate in elections to a staff representative body, and all staff serving at a duty station where a staff representative body exists shall be eligible for election to it, subject to any exceptions as may be provided in the electoral regulations drawn up by the staff representative body concerned and meeting the requirements of regulation 8.1 (b).

(c) Polling officers selected by the staff shall conduct the election of the members of each staff representative body, on the basis of the electoral regulations of the staff representative body concerned, in such a way as to ensure the complete secrecy and fairness of the vote. The polling officers shall also conduct other elections of staff members as required by the Staff Regulations or Staff Rules.

(d) The staff representative bodies shall be entitled to effective participation through their duly elected executive committees, in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies, and shall be entitled to make proposals to the Secretary-General on behalf of the staff.

(e) In accordance with the principle of freedom of association, staff members may form and join associations, unions or other groupings. However, formal contact and communication on the matters referred to in paragraph (d) shall be conducted at each duty station through the executive committee of the staff representative body, which shall be the sole and exclusive representative body for such purpose.

(f) General administrative instructions or directives on questions within the scope of paragraph (d) shall be transmitted in advance, unless emergency situations make this impracticable, to the executive committees of the staff representative bodies concerned for consideration and comment before being placed in effect.

Rule 108.2

Joint staff-management machinery

(a) The joint staff-management machinery provided for in regulation 8.2 shall consist of:

(i) Joint advisory committees or corresponding staff-management bodies, at designated duty stations, normally composed of not less than three and not more than seven staff representatives and an equal number of representatives of the Secretary-General;

(ii) A Secretariat-wide joint staff-management body composed of equal numbers of representatives of the staff and of representatives of the Secretary-General.

(b) The President of the staff-management bodies referred to in paragraph (a) above shall be selected by the Secretary-General from a list proposed by the staff representatives.

(c) Instructions or directives embodying recommendations made by the bodies referred to in paragraph (a) above shall be regarded as having satisfied the requirements of rule 108.1 (d) and (f).

(d) The joint staff-management bodies referred to in paragraph (a) shall establish their own rules and procedures.

(e) The Secretary-General shall designate secretaries of the joint staff-management bodies referred to in paragraph (a) and shall arrange for such services as may be necessary for their proper functioning.

Article IX

SEPARATION FROM SERVICE

Regulation 9.1: (a) The Secretary-General may terminate the appointment of a staff member who holds a permanent appointment and whose probationary period has been completed, if the necessities of the service require abolition of the post or reduction of the staff, if the services of the individual concerned prove unsatisfactory, or if he is, for reasons of health, incapacitated for further service.

The Secretary-General may also, giving his reasons therefor, terminate the appointment of a staff member who holds a permanent appointment:

(i) If the conduct of the staff member indicates that the staff member does not meet the highest standards of integrity required by Article 101, paragraph 3, of the Charter;

(ii) If facts anterior to the appointment of the staff member and relevant to his suitability come to light which, if they had been known at the time of his appointment, should, under the standards established in the Charter, have precluded his appointment.

No termination under subparagraphs (i) and (ii) shall take place until the matter has been considered and reported on by a special advisory board appointed for that purpose by the Secretary-General.

Finally, the Secretary-General may terminate the appointment of a staff member who holds a permanent appointment, if such action would be in the interest of the good administration of the Organization and in accordance with the standards of the Charter, provided that the action is not contested by the staff member concerned.

(b) The Secretary-General may terminate the appointment of a staff member with a fixed-term appointment prior to the expiration date for any of the reasons specified in paragraph (a) above or for such other reason as may be specified in the letter of appointment.

(c) In the case of all other staff members, including staff members serving a probationary period for a permanent appointment, the Secretary-General may, at any time, terminate the appointment if, in his opinion, such action would be in the interest of the United Nations.

Regulation 9.2: Staff members may resign from the Secretariat upon giving the Secretary-General the notice required under the terms of their appointment.

Regulation 9.3: (a) If the Secretary-General terminates an appointment, the staff member shall be given such notice and such indemnity payment as may be applicable under the Staff Regulations and Staff Rules. Payments of termination indemnity shall be made by the Secretary-General in accordance with the rates and conditions specified in annex III to the present regulations.

(b) The Secretary-General may, where the circumstances warrant and he considers it justified, pay to a staff member terminated under the final paragraph of staff regulation 9.1 (a) a termination indemnity payment not more than 50 per cent higher than that which would otherwise be payable under the Staff Regulations.

Regulation 9.4: The Secretary-General shall establish a scheme for the payment of repatriation grants within the maximum rates and under the conditions specified in annex IV to the present regulations.

Regulation 9.5: Staff members shall not be retained in active service beyond the age of sixty years. The Secretary-General may, in the interest of the Organization, extend this age limit in exceptional cases.

Chapter IX

SEPARATION FROM SERVICE

Rule 109.1

Special Advisory Board, definition of termination, and abolition of posts and reduction of staff

(a) Special Advisory Board

The Special Advisory Board under staff regulation 9.1 (a) shall be composed of a Chairman appointed by the Secretary-General on the nomination of the President of the International Court of Justice and of four members appointed by the Secretary-General in agreement with the Staff Council.

(b) Definition of termination

A termination within the meaning of the Staff Regulations is a separation from service initiated by the Secretary-General, other than retirement at the age of sixty years or more or summary dismissal for serious misconduct.

(c) Abolition of posts and reduction of staff

(i) Except as otherwise expressly provided in paragraph (b) below, if the necessities of the service require abolition of a post or reduction of the staff, and subject to the availability of suitable posts in which their services can be effectively utilized, staff members with permanent or regular appointments shall be retained in preference to those on all other types of appointments, and staff members with probationary appointments shall be retained in preference to those on fixed-term or indefinite appointments, provided that due regard shall be had in all cases to relative competence, to integrity and to length of service. Due regard shall also be had to nationality in the case of staff members with not more than five years of service and in the case of staff members who have changed their nationality within the preceding five years when the suitable posts available are subject to the principle of geographical distribution.

(ii) a. The provisions of subparagraph (i) above in so far as they relate to locally recruited staff members shall be deemed to have been satisfied if such locally recruited staff members have received consideration for suitable posts available at their duty stations.

b. Staff members specifically recruited for service with a subsidiary organ of the United Nations which enjoys a special status in matters of appointment under a resolution of the General Assembly or as a result of an agreement entered into by the Secretary-General, such as the United Nations Children's Fund, the United Nations Development Programme, the United Nations Environment Programme, the United Nations Institute for Training and Research or the United Nations University, have no entitlement under this rule for consideration for posts outside the organ for which they were recruited.

Rule 109.2

Resignation

(a) A resignation, within the meaning of the Staff Regulations, is a separation initiated by a staff member.

(b) Unless otherwise specified in their letters of appointment, three months' written notice of resignation shall be given by staff members having permanent appointments and thirty days' written notice of resignation by those having temporary appointments. The Secretary-General, however, may accept resignations on shorter notice.

(c) The Secretary-General may require the resignation to be submitted in person in order to be acceptable.

Rule 109.3

Notice of termination

(a) A staff member whose permanent appointment is to be terminated shall be given not less than three months' written notice of such termination.

(b) A staff member whose temporary appointment is to be terminated shall be given not less than thirty days' written notice of such termination or such notice as may otherwise be stipulated in his or her letter or appointment.

(c) In lieu of these notice periods, the Secretary-General may authorize compensation calculated on the basis of the salary and allowances which the staff member would have received had the date of termination been at the end of the notice period.

Rule 109.4

Termination idemnity

(a) Payment of termination indemnity under staff regulation 9.3 and annex III to the Staff Regulations shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any;

(iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(b) Length of service shall be deemed to comprise the total period of a staff member's full-time continuous service with the Secretariat, regardless of types of appointment. Continuity of such service shall not be considered as broken by periods of special leave. However, service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more.

(c) Termination indemnity shall not be paid to any staff member who, upon separation from service, will receive a retirement benefit under article 28 of the United Nations Joint Staff Pension Fund Regulations or compensation for total disability under rule 106.4.

Rule 109.5

Repatriation grant

Payment of repatriation grants under regulation 9.4 and annex IV to the Staff Regulations shall be subject to the following conditions and definitions:

(a) "Obligation to repatriate", as used in annex IV to the Staff Regulations, shall mean the obligation to return a staff member and his or her spouse and dependent children, upon separation, at the expense of the United Nations, to a place outside the country of his or her duty station.

(b) "Home country", as used in annex IV to the Staff Regulations, shall mean the country of home-leave entitlement under rule 105.3 or such other country as the Secretary-General may determine.

(c) Continuous service away from the staff member's home country shall, for the purposes of this rule, exclude service before 1 January 1951. If at any time the staff member was considered to have acquired permanent residence in the country of his or her duty station and subsequently changed from such status, the staff member's continuous service will be deemed to have commenced at the time the change was made. Continuity of such service shall not be considered as broken by periods of special leave. However, for the purpose of calculating the amount of the grant payable, service credits shall not accrue during periods of special leave with partial pay or without pay of one full month or more.

(d) Payment of the repatriation grant shall be subject to the provision by the former staff member of evidence of relocation away from the country of the last duty station. Evidence of relocation shall be constituted by documentary evidence that the former staff member has established residence in a country other than that of the last duty station.

(e) Entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the effective date of separation. However, where both husband and wife are staff members and the spouse who separates first is entitled to repatriation grant, his or her entitlement to repatriation grant shall cease if no claim for payment of the grant has been submitted within two years after the date of separation of the other spouse.

(f) (Cancelled)

(g) Payment of the repatriation grant shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any;

(iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(h) Payment shall be at the rates specified in annex IV to the Staff Regulations.

(i) No payments shall be made to local recruits under rule 104.6 to a staff member who abandons his or her post or to any staff member who is residing at the time of separation in his or her home country while performing official duties. A staff member who, after service at a duty station outside his or her home country, has served at a duty station within that country may be paid on separation, subject to paragraph (d) above, a full or partial repatriation grant at the discretion of the Secretary-General.

(j) A dependent child, for the purpose of repatriation grant, shall mean a child recognized as dependent under rule 103.24 (b) at the time of the staff member's separation from service. The repatriation grant shall be paid at the rate for a staff member with a spouse or dependent child to eligible staff members regardless of the place of residence of the spouse or dependent child.

(k) Where both husband and wife are staff members and each is entitled, on separation, to payment of a repatriation grant, and taking into account rule 104.10 (d), payment shall be made to each, at single rates, according to their respective entitlements, provided that, where dependent children are recognized,

the first parent to be separated may claim payment at the rate applicable to a staff member with a spouse or dependent child. In this event, the second parent, on separation, may claim payment at the single rate for the period of qualifying service subsequent thereto, or, if eligible, at the rate applicable to a staff member with a spouse or dependent child for the whole period of his or her qualifying service, from which shall normally be deducted the amount of the repatriation grant paid to the first parent.

(l) Loss of entitlement to payment of return travel expenses under rule 107.4 shall not affect a staff member's eligibility for payment of the repatriation grant.

(m) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to return to their home country. If there is one such survivor, payment shall be made at the single rate; if there are two or more such survivors, payment shall be made at the rate applicable to a staff member with a spouse or dependent child.

Rule 109.6

Retirement

Retirement under article 28 of the United Nations Joint Staff Pension Fund Regulations shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.7

Expiration of fixed-term appointments

(a) A temporary appointment for a fixed term shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

(b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.8

Commutation of accrued annual leave

If, upon separation from service, a staff member has accrued annual leave, the staff member shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of 60 working days. The payment shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i);

(ii) For staff in the Field Service category, on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any;

(iii) For staff in the General Service and related categories, on the basis of the staff member's pensionable remuneration, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

Rule 109.9

Restitution of advance annual and sick leave

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to the staff member from the United Nations, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if in the opinion of the Secretary-General there are exceptional or compelling reasons for so doing.

Rule 109.10

Last day for pay purposes

(a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

(i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 109.2 or such other date as the Secretary-General accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods;

(ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;

(iii) Upon termination, the date shall be the date provided in the notice of termination;

(iv) Upon retirement, the date shall be the date approved by the Secretary-General for retirement;

(v) In the case of summary dismissal, the date shall be the date of dismissal;

(vi) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

Completed years of service in the Secretariat (as defined in rule 109.4)	Months of extension beyond date of death
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). For staff in the Field Service category, the payment shall be calculated on the basis of the staff member's gross salary, adjusted by the movements of the weighted average of post adjustments, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any. For staff in the General Service and related categories, the payment shall be calculated on the basis of the staff member's pensionable remuneration, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone. All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When an internationally recruited staff member is exercising an entitlement to return travel, the last day for pay purposes shall be the date established under subparagraphs (a) (i), (ii) or (iii) above or the estimated date of arrival at the place of entitlement, whichever is later. The estimated date of arrival shall be determined on the basis of the time it would take to travel without interruption by an approved route and mode of direct travel from the duty station to the place of entitlement, the travel commencing no later than the day following the date established under paragraph (a).

Rule 109.11

Certification of service

Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and his or her official conduct.

Article X

DISCIPLINARY MEASURES

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory.

He may summarily dismiss a member of the staff for serious misconduct.

Chapter X

DISCIPLINARY MEASURES AND PROCEDURES

Rule 110.1

Misconduct

Failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances, or to observe the standards of conduct expected of an international civil servant, may amount to unsatisfactory conduct within the meaning of staff regulation 10.2, leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct.

Rule 110.2

Suspension during investigation and disciplinary proceedings

(a) If a charge of misconduct is made against a staff member and the Secretary-General so decides, the staff member may be suspended from duty during investigation and pending completion of disciplinary proceedings for a period which should normally not exceed three months. Such suspension shall be with pay unless, in exceptional circumstances, the Secretary-General decides that suspension without pay is appropriate. The suspension shall be without prejudice to the rights of the staff member and shall not constitute a disciplinary measure.

(b) A staff member suspended pursuant to paragraph (a) shall be given a written statement of the reason for the suspension and its probable duration.

(c) If a suspension pursuant to paragraph (a) is without pay and the charge of misconduct is subsequently not sustained, any salary withheld shall be restored.

Rule 110.3

Disciplinary measures

(a) Disciplinary measures may take one or more of the following forms:

(i) Written censure by the Secretary-General;

(ii) Loss of one or more steps-in-grade;

(iii) Deferment, for a specified period, of eligibility for within-grade increment;

(iv) Suspension without pay;

(v) Fine;

(vi) Demotion;

(vii) Separation from service, with or without notice or compensation in lieu thereof, notwithstanding rule 109.3;

(viii) Summary dismissal.

(b) The following measures shall not be considered to be disciplinary measures, within the meaning of this rule:

(i) Reprimand, written or oral, by a supervisory official;

(ii) Recovery of monies owed to the Organization;

(iii) Suspension pursuant to rule 110.2.

Rule 110.4

Due process

(a) No disciplinary proceedings may be instituted against a staff member unless he or she has been notified of the allegations against him or her, as well as of the right to seek the assistance in his or her defence of another staff member or retired staff member, and has been given a reasonable opportunity to respond to those allegations.

(b) No staff member shall be subject to disciplinary measures until the matter has been referred to a Joint Disciplinary Committee for advice as to what measures, if any, are appropriate, except that no such advice shall be required:

(i) If referral to the Joint Disciplinary Committee is waived by mutual agreement of the staff member concerned and the Secretary-General;

(ii) In respect of summary dismissal imposed by the Secretary-General in cases where the seriousness of the misconduct warrants immediate separation from service.

(c) In cases of summary dismissal imposed without prior submission of the case to a Joint Disciplinary Committee in accordance with subparagraphs (b) (i) and (ii), the staff member or former staff member concerned may, within two months of having received written notification of the measure, request that the measure be reviewed by such a Committee. A request shall not have the effect of suspending the measure. After the advice of the Committee has been received, the Secretary-General shall decide as soon as possible what action to take in respect thereof. An appeal in respect of such a decision may not be submitted to the Joint Appeals Board.

(d) An appeal in respect of a disciplinary measure considered by a Joint Disciplinary Committee pursuant to either paragraph (b) or (c) may be submitted directly to the United Nations Administrative Tribunal.

Rule 110.5

Joint Disciplinary Committees

(a) A standing Joint Disciplinary Committee is established and shall be available to advise the Secretary-General at his request in disciplinary matters at Headquarters; comparable standing committees may be established in the United Nations Office at Geneva, in the United Nations Office at Vienna and at such other offices as may be designated by the Secretary-General.

(b) The Secretary-General may also establish ad hoc Joint Disciplinary Committees at these or other duty stations for a particular case or series of cases.

Rule 110.6

Composition of Joint Disciplinary Committees

(a) Each standing Joint Disciplinary Committee shall be composed of:

(i) Chairpersons, appointed by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established;

(ii) Members appointed by the Secretary-General;

(iii) Members elected by the staff at the duty station at which the Committee is established.

(b) If necessary, additional members may be selected at any time in the same manner as indicated in paragraph (a).

(c) The chairpersons and members of the Joint Disciplinary Committee shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected as long as they are staff members assigned to the duty station of the Committee.

(d) A chairperson may be removed from the Joint Disciplinary Committee by the Secretary-General after consultation with the staff representative body or bodies at the duty station at which the Committee is established. The members appointed by the Secretary-General may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff at the duty station at which the Committee is established, taken at the initiative of any staff representative body at that duty station.

(e) The Secretary-General shall, in consultation with the staff representative body or bodies at the duty station at which a Joint Disciplinary Committee is established, appoint a Presiding Officer from among the panel of chairpersons.

(f) For the consideration of each case, a panel of the Joint Disciplinary Committee shall be constituted by the Presiding Officer as follows:

(i) A chairperson;

(ii) A member from among those appointed by the Secretary-General;

(iii) A member from among those elected by the staff.

The Presiding Officer, at the request of either party, may disqualify the chairperson or any member from the consideration of the specific case, if in the opinion of the Presiding Officer the action is warranted by the relation of that member to the staff member whose case is to be considered or by any possible conflict of interest. The Presiding Officer may also excuse any member at that member's request from the consideration of a specific case.

(g) Ad hoc Joint Disciplinary Committees shall be composed in a manner similar to that of the panels of standing Committees, except that instead of members elected by the staff there shall be substituted members appointed by the staff representative body or bodies at the duty station at which the Committee is established, provided that if no appointments are made within a period set by the Secretary-General he may make the appointments after consultation with the staff representative body or bodies.

(h) Any case relating to a staff member serving at a duty station where a standing Joint Disciplinary Committee is established shall be referred to that Committee, unless the Secretary-General considers there is a good reason to refer the case to a standing Committee at a different duty station or to an ad hoc Committee at the same or another duty station.

Rule 110.7

Joint Disciplinary Committee procedure

(a) In considering a case, the Joint Disciplinary Committee shall act with maximum dispatch and shall make every effort to provide its advice to the Secretary-General within four weeks after the case has been submitted to it.

(b) Proceedings before a Joint Disciplinary Committee shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, but without delay. If the Committee considers that it requires the testimony of the staff member concerned or of other witnesses, it may, at its sole discretion, obtain such testimony by written deposition, by personal appearance before the Committee, before one of its members or before another staff member acting as a special master, or by telephone or other means of communication.

(c) Each standing Joint Disciplinary Committee shall adopt its own rules of procedure, which shall be consistent with these staff rules and with any applicable administrative instructions, as well as with the requirements of due process. An ad hoc Committee shall apply the rules of procedure of the Headquarters Joint Disciplinary Committee, except to the extent it decides, consistent with the requirements of due process, to apply other such rules.

(d) A Joint Disciplinary Committee shall permit a staff member to arrange to have his or her case presented before it by any other staff member or retired staff member at the same duty station where the Committee is established.

Article XI

APPEALS

Regulation 11.1: The Secretary-General shall establish administrative machinery with staff participation to advise him in case of any appeal by staff members against an administrative decision alleging the non-observance of their terms of appointment, including all pertinent regulations and rules, or against disciplinary action.

Regulation 11.2: The United Nations Administrative Tribunal shall, under conditions prescribed in its statute, hear and pass judgement upon applications from staff members alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

Chapter XI

JOINT APPEALS BOARDS

Rule 111.1

Establishment

(a) Joint appeals boards shall be established in New York, Geneva, Vienna, Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General from among a list presented by the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in the present chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2

Appeals

(a) A staff member wishing to appeal an administrative decision, pursuant to staff regulation 11.1, shall, as a first step, address a letter to the Secretary-General, requesting that the administrative decision be reviewed; such a letter must be sent within two months from the date the staff member received notification of the decision in writing. The Secretary-General, in reviewing the administrative decision in question, and with the consent of the staff member, may seek the assistance of a chairperson or member of the appropriate Joint Appeals Board, to be designated by its presiding officer, with a view to reaching a conciliatory conclusion of the matter; this procedure is without prejudice to the right of the staff member to pursue an appeal through the procedure specified in the present rule.

(i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;

(ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York, or elsewhere within two months, the staff member may appeal against the original administrative decision within one month of the expiration of the time-limit specified in this subparagraph for the Secretary-General's reply.

(b) Notwithstanding the provisions of paragraph (a) above, a staff member may appeal against a disciplinary action within one month from the time he or she received notification of the decision in writing.

(c) An appeal pursuant to paragraph (a) or (b) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

(i) In respect of staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such a duty station, it shall be that Board;

(ii) In respect of former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;

(iii) In respect of all other staff members and of all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to establish an appropriate *ad hoc* body. Such staff members or former staff members may meet the time-limits specified in subparagraph (a) (i) or (ii) or in paragraph (b) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

(d) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:

a. A panel chairperson from among the chairpersons of the Board;

b. A member selected from among those appointed by the Secretary-General;

c. A member selected from among those elected by the staff;

(ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has served on the Joint Disciplinary Committee during consideration of a specific case or who has assisted the Secretary-General in a review procedure referred to in paragraph (a) shall serve on a panel established to consider an appeal relating to the same case;

(iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel;

(iv) Subject to the principles set out in subparagraphs (i)-(iii), the presiding officer of the Board shall fill any vacancies arising on a panel.

(e) An appeal shall not be receivable unless the time-limits specified in paragraph (a) or (b) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(f) The filing of an appeal with the Joint Appeals Board shall not have the effect of suspending action on the administrative decision that is the subject of the appeal. However, upon request of the staff member, the panel constituted for the appeal may, after summarily hearing both parties, recommend to the Secretary-General the suspension of action on that decision; the Secretary-General's decision on such a recommendation is not subject to any appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by another serving or retired staff member. The staff member may not, however, be represented before the panel by any other person.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. The chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and to the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate. Votes on the recommendations shall be recorded and any member of the panel may have his or her dissenting opinion included in the report.

(o) Within one month after the panel has forwarded its report, the final decision on the appeal shall be taken by the Secretary-General and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, except if the appeal was against a disciplinary action or if the staff member objects.

(p) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the panel, if the Secretary-General has not made a decision upon the report within a period of one month after the date on which the report was submitted to him.

Rule 111.3

(Cancelled)

Rule 111.4

(Cancelled)

Article XII

GENERAL PROVISIONS

Regulation 12.1: The Regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2: Such staff rules and amendments as the Secretary-General may make to implement the present Regulations shall be provisional until the requirements of regulations 12.3 and 12.4 below have been met.

Regulation 12.3: The full text of provisional staff rules and amendments shall be reported annually to the General Assembly. Should the Assembly find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the Regulations, it may direct that the rule and/or amendment be withdrawn or modified.

Regulation 12.4: The provisional rules and amendments reported by the Secretary-General, taking into account such modifications and/or deletions as may be directed by the General Assembly, shall enter into full force and effect on 1 January following the year in which the report is made to the Assembly.

Regulation 12.5: Staff rules shall not give rise to acquired rights within the meaning of regulation 12.1 while they are provisional.

Chapter XII

GENERAL PROVISIONS

Rule 112.1

Gender of terms

In the French text of these Rules reference to staff members in the masculine gender shall apply to staff members of both sexes, unless clearly inappropriate from the context.

Rule 112.2

Amendment of, and exceptions to, Staff Rules

(a) Subject to Regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

(b) Exceptions to the Staff Rules may be made by the Secretary-General, provided that such exception is not inconsistent with any staff regulation or other decision of the General Assembly and provided further that it is agreed to by the staff member directly affected and is, in the opinion of the Secretary-General, not prejudicial to the interests of any other staff member or group of staff members.

Rule 112.3

Financial responsibility

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's negligence or of his or her having violated any regulation, rule or administrative instruction.

Rule 112.4

Liability insurance

In accordance with resolution 22 (1) (E) of the 31st plenary meeting of the General Assembly, staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars.

Rule 112.5

Staff member's beneficiaries

(a) At the time of appointment, each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to the staff member's credit will be paid to his or her nominated beneficiary or beneficiaries, subject to application of the Staff Rules and of the Joint Staff Pension Fund Regulations. Such payment shall afford the United Nations a complete release from all further liability in respect of any sum so paid.

(c) If a nominated beneficiary does not survive, or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will, upon the staff member's death, be paid to his or her estate.

Rule 112.6

Service and conduct reports

In the salary levels below the Director (D-2) level, the service and conduct of a staff member shall be the subject of reports made from time to time by the staff member's supervisors. Such reports, which shall be shown to the staff member, shall form a part of his or her permanent cumulative record.

Rule 112.7

Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties shall be vested in the United Nations.

Rule 112.8

Effective date and authentic texts of rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.3, 12.4 and 12.5, rules 100.1 to 112.8 as published in this revised edition (ST/SGB/Staff Rules/1/Rev.7) shall be effective 1 January 1990. The English and French texts of these rules are equally authoritative.

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Administrator of the United Nations Development Programme, having the status equivalent to that of the executive head of a major specialized agency, shall receive a salary of $US 131,981 per year; the Director-General for Development and International Economic Co-operation shall receive a salary of $US 131,981 per year; an Under-Secretary-General shall receive a salary of $US 105,259 per year; and an Assistant Secretary-General shall receive a salary of $US 95,100 per year, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances which are available to staff members generally.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting to make additional payments to the Director-General for Development and International Economic Co-operation, to Under-Secretaries-General and to Assistant Secretaries-General to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 6 of the present annex, the salary scales for staff members in the Director and Principal Officer category and in the Professional category shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increment above step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General is authorized on the basis of appropriate justification and/or reporting, to make additional payments to Directors and, where offices are away from Headquarters, to their heads, to compensate for such special costs as may be reasonably incurred in the interest of the Organization in the performance of duties assigned to them by the Secretary-General. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

6. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for conferences and other short-term service, to consultants, to Field Service personnel, and to technical assistance experts.

7. The Secretary-General shall fix the salary scales for staff members in the General Service category and the salary or wage rates for manual workers, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident's allowance to General Service staff members recruited from outside the local area.

8. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

9. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment. Their amounts shall be as shown in the present annex.

10. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

SALARY SCALE FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES
SHOWING ANNUAL GROSS SALARIES AND NET EQUIVALENTS AFTER
APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

(Effective 1 April 1988)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG Gross	105 259												
Net D	64 535												
Net S	58 276												
Assistant Secretary-General													
ASG Gross	95 100												
Net D	59 203												
Net S	53 891												
Director													
D-2 Gross	76 677	78 594	80 541	82 550									
Net D	49 406	50 441	51 487	52 552									
Net S	45 378	46 308	47 237	48 155									
Principal Officer													
D-1 Gross	65 668	67 505	69 318	71 142	72 950	74 729	76 457						
Net D	43 461	44 453	45 432	46 417	47 393	48 354	49 287						
Net S	40 039	40 930	41 809	42 694	43 571	44 434	45 272						
Senior Officer													
P-5 Gross	58 072	59 567	61 021	62 430	63 858	65 266	66 705	68 135	69 575	71 000			
Net D	39 290	40 112	40 912	41 687	42 472	43 244	44 021	44 793	45 571	46 340			
Net S	36 293	37 031	37 749	38 445	39 151	39 844	40 542	41 235	41 934	42 625			
First Officer													
P-4 Gross	46 236	47 647	49 061	50 463	51 894	53 249	54 594	55 976	57 443	58 929	60 361	61 741	
Net D	32 605	33 409	34 215	35 014	35 830	36 602	37 369	38 137	38 944	39 761	40 549	41 308	
Net S	30 279	31 003	31 728	32 448	33 182	33 877	34 567	35 257	35 982	36 716	37 423	38 105	
Second Officer													
P-3 Gross	37 193	38 503	39 783	41 027	42 303	43 605	44 903	46 217	47 419	48 601	49 801	50 982	52 187
Net D	27 294	28 067	28 822	29 556	30 309	31 077	31 843	32 594	33 279	33 953	34 637	35 310	35 997
Net S	25 476	26 176	26 859	27 523	28 205	28 900	29 593	30 269	30 886	31 492	32 108	32 714	33 332
Associate Officer													
P-2 Gross	29 563	30 611	31 663	32 721	33 785	34 840	35 937	37 022	38 118	39 215	40 294		
Net D	22 675	23 323	23 965	24 610	25 259	25 903	26 553	27 193	27 840	28 487	29 124		
Net S	21 262	21 856	22 443	23 033	23 627	24 216	24 805	25 385	25 970	26 556	27 132		
Assistant Officer													
P-1 Gross	22 175	23 116	24 071	24 999	25 990	26 979	27 990	28 951	29 893	30 832			
Net D	17 936	18 557	19 187	19 800	20 424	21 047	21 684	22 289	22 883	23 458			
Net S	16 899	17 474	18 057	18 624	19 197	19 769	20 353	20 908	21 453	21 979			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Schedules of post adjustments (amount per index point in United States dollars)

(Effective 1 January 1985)

(i) Additions (where cost of living is higher than at the base)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG D	532.19												
S	480.73												
Assistant Secretary-General													
ASG D	488.36												
S	444.33												
Director													
D-2 D	406.81	415.70	424.52	433.32									
S	373.72	381.57	389.35	397.08									
Principal Officer													
D-1 D	370.99	377.17	382.93	389.09	394.90	401.21	407.19						
S	341.81	347.33	352.49	358.00	363.18	368.83	374.11						
Senior Officer													
P-5 D	341.73	346.73	351.46	356.29	361.88	366.33	371.99	377.26	382.46	387.31			
S	315.57	320.03	324.25	328.56	333.57	337.54	342.63	347.36	352.04	356.37			
First Officer													
P-4 D	286.82	293.19	299.60	305.57	312.76	318.02	323.30	328.59	334.12	341.35	348.15	354.70	
S	266.32	272.06	277.82	283.16	289.64	294.33	299.02	303.72	308.63	315.14	321.26	327.16	
Second Officer													
P-3 D	240.91	247.85	253.97	259.78	266.34	272.91	279.83	286.44	291.98	297.15	302.68	307.86	313.84
S	224.85	231.13	236.65	241.88	247.81	253.74	259.99	265.97	270.97	275.61	280.57	285.21	290.59
Associate Officer													
P-2 D	200.14	206.22	211.49	217.22	222.87	228.58	234.27	239.57	245.26	250.96	256.25		
S	187.66	193.23	198.04	203.28	208.42	213.62	218.80	223.61	228.78	233.93	238.70		
Assistant Officer													
P-1 D	159.75	165.14	170.46	175.84	181.21	186.56	192.30	196.90	201.93	206.99			
S	150.53	155.50	160.41	165.37	170.31	175.22	180.51	184.70	189.29	193.92			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Schedules of post adjustments (amount per index point in United States dollars) (continued)

(Effective 1 January 1985)

(ii) Deductions (where cost of living is lower than at the base)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG D	515.99												
S	466.10												
Assistant Secretary-General													
ASG D	473.62												
S	430.92												
Director													
D-2 D	394.53	403.10	411.66	420.29									
S	362.44	370.01	377.55	385.14									
Principal Officer													
D-1 D	347.50	355.36	363.18	371.04	378.85	386.42	393.75						
S	320.16	327.25	334.31	341.39	348.42	355.23	361.76						
Senior Officer													
P-5 D	314.23	320.78	327.13	333.25	339.55	345.56	351.81	357.97	364.17	370.28			
S	290.18	296.08	301.80	307.32	312.99	318.41	324.05	329.60	335.20	340.70			
First Officer													
P-4 D	260.83	267.27	273.71	280.11	286.64	292.71	298.73	304.75	311.07	317.64	324.12	330.31	
S	242.19	248.01	253.81	259.57	265.45	270.90	276.29	281.68	287.34	293.25	299.09	304.66	
Second Officer													
P-3 D	218.35	224.53	230.57	236.44	242.46	248.60	254.74	260.75	266.22	271.62	277.09	282.47	287.96
S	203.79	209.38	214.85	220.15	225.58	231.14	236.68	242.12	247.06	251.92	256.85	261.69	266.63
Associate Officer													
P-2 D	181.20	186.58	191.71	196.87	202.07	207.21	212.42	217.54	222.71	227.89	232.99		
S	169.90	174.83	179.52	184.24	188.97	193.65	198.39	203.05	207.74	212.42	217.03		
Assistant Officer													
P-1 D	143.42	148.37	153.37	158.35	163.31	168.26	173.37	178.09	182.92	187.65			
S	135.14	139.71	144.32	148.91	153.48	158.04	162.73	167.05	171.48	175.80			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments and the maximum attainable;

(vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he has been made acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

Annex III

TERMINATION INDEMNITY

Staff members whose appointments are terminated shall be paid an indemnity in accordance with the following provisions:

(a) Except as provided in paragraphs (b), (c) and (e) below and in regulation 9.3 (b), the termination indemnity shall be paid in accordance with the following schedule:

Completed years of service	Months of gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment, where applicable a/ or Months of pensionable remuneration less staff assessment, where applicable b/		
	Permanent appointments	Temporary appointments which are not for a fixed term	Temporary appointments for a fixed term exceeding six months
Less than 1 .	Not applicable	Nil)	One week for each month
1	Not applicable	1)	of uncompleted service
2	3	1)	subject to a minimum of
3	3	2)	six weeks' and a maximum
4	4	3)	of three months'
5	5	4)	indemnity pay
6	6	5	3
7	7	6	5
8	8	7	7
9	9	9	9
10	9.5	9.5	9.5
11	10	10	10
12	10.5	10.5	10.5
13	11	11	11
14	11.5	11.5	11.5
15 or more .	12	12	12

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

(b) A staff member whose appointment is terminated for reasons of health shall receive an indemnity equal to the indemnity provided under paragraph (a) of the present annex reduced by the amount of any disability benefit that the staff member may receive under the Regulations of the United Nations Joint Staff Pension Fund for the number of months to which the indemnity rate corresponds.

(c) A staff member whose appointment is terminated for unsatisfactory services or who for disciplinary reasons is dismissed for misconduct other than by summary dismissal may be paid, at the discretion of the Secretary-General, an indemnity not exceeding one half of the indemnity provided under paragraph (a) of the present annex.

(d) No indemnity payments shall be made to:

A staff member who resigns, except where termination notice has been given and the termination date agreed upon;

A staff member who has a temporary appointment which is not for a fixed term and which is terminated during the first year of service;

A staff member who has a temporary appointment for a fixed term which is completed on the expiration date specified in the letter of appointment;

A staff member who is summarily dismissed;

A staff member who abandons his post;

A staff member who is retired under the Regulations of the United Nations Joint Staff Pension Fund.

(e) Staff members specifically engaged for conference and other short-term service or for service with a mission, as consultants or as experts, and staff members who are locally recruited for service in established offices away from Headquarters may be paid termination indemnity if and as provided in their letters of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General. The amount of the grant shall be proportional to the length of service with the United Nations, as follows:

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor a dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, adjusted by movements of the weighted average of post adjustments, less staff assessment, where applicable a/ or Weeks of pensionable remuneration less staff assessment, where applicable b/		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

a/ For staff in the Professional and higher categories and in the Field Service category.

b/ For staff in the General Service and related categories.

APPENDICES TO THE STAFF RULES

Appendix A

PENSIONABLE REMUNERATION AND SCALE FOR COMPUTING SEPARATION PAYMENTS FOR STAFF IN THE PROFESSIONAL AND HIGHER CATEGORIES AND SALARY SCALES, PENSIONABLE REMUNERATION AND SCALE FOR COMPUTING SEPARATION PAYMENTS FOR STAFF IN THE FIELD SERVICE CATEGORY

Pensionable remuneration for staff in the Professional and higher categories for purposes of pension benefits and pension contributions

(In United States dollars)

(Effective 1 May 1989)

Level	Steps											
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General USG	122 580												
Assistant Secretary-General ASG	133 342												
Director D-2	94 506	96 927	99 242	101 662									
Principal Officer D-1	82 499	84 581	86 653	88 735	90 817	92 889	94 855						
Senior Officer P-5	74 286	76 030	77 637	79 264	80 987	82 499	84 222	85 839	87 583	89 190			
First Officer P-4	60 196	61 930	63 663	65 270	67 130	68 747	70 364	71 865	73 588	75 449	77 182	78 905	
Second Officer P-3	49 214	50 947	52 575	54 076	55 683	57 300	59 033	60 661	61 930	63 547	65 048	66 432	67 933
Associate Officer P-2	39 859	41 244	42 523	43 897	45 292	46 561	47 946	49 214	50 715	52 110	53 495		
Assistant Officer P-1	31 308	32 471	33 507	34 553	35 705	36 741	38 010	39 289	40 557	41 709			

Appendix A (continued)

Pensionable remuneration for staff in the Professional and higher categories for purposes of pension benefits and pension contributions

(In United States dollars)

(Effective 1 January 1989)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG	115 970												
Assistant Secretary-General													
ASG	107 230												
Director													
D-2	89 410	91 700	93 890	96 180									
Principal Officer													
D-1	78 050	80 020	81 980	83 950	85 920	87 880	89 740						
Senior Officer													
P-5	70 280	71 930	73 450	74 990	76 620	78 050	79 680	81 210	82 860	84 380			
First Officer													
P-4	56 950	58 590	60 230	61 750	63 510	65 040	66 570	67 990	69 620	71 380	73 020	74 650	
Second Officer													
P-3	46 560	48 200	49 740	51 160	52 680	54 210	55 850	57 390	58 590	60 120	61 540	62 850	64 270
Associate Officer													
P-2	37 710	39 020	40 230	41 530	42 850	44 050	45 360	46 560	47 980	49 300	50 610		
Assistant Officer													
P-1	29 620	30 720	31 700	32 690	33 780	34 760	35 960	37 170	38 370	39 460			

Appendix A (continued)

Scale for computing separation payments for staff in the Professional and higher categories showing gross amounts and net equivalents after application of staff assessment

(In United States dollars)

(Effective 1 April 1988)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
Under-Secretary-General													
USG Gross	120 126												
Net D	72 266												
Net S	64 341												
Assistant Secretary-General													
ASG Gross	108 762												
Net D	66 356												
Net S	59 705												
Director													
D-2 Gross	88 100	90 323	92 610	94 891									
Net D	55 493	56 671	57 883	59 092									
Net S	50 692	51 708	52 753	53 795									
Principal Officer													
D-1 Gross	75 282	77 386	79 454	81 517	83 614	85 739	87 804						
Net D	48 652	49 788	50 905	52 004	53 115	54 242	55 336						
Net S	44 702	45 722	46 725	47 683	48 642	49 613	50 556						
Senior Officer													
P-5 Gross	66 536	68 224	69 897	71 561	73 232	74 910	76 548	78 157	79 784	81 391			
Net D	43 929	44 841	45 744	46 643	47 545	48 451	49 336	50 205	51 083	51 937			
Net S	40 460	41 279	42 090	42 897	43 708	44 521	45 316	46 096	46 885	47 626			
First Officer													
P-4 Gross	53 403	54 988	56 492	58 030	59 637	61 276	62 846	64 397	65 994	67 593	69 169	70 723	
Net D	36 690	37 593	38 421	39 266	40 150	41 052	41 915	42 768	43 637	44 500	45 351	46 190	
Net S	33 956	34 769	35 512	36 271	37 066	37 875	38 651	39 417	40 197	40 973	41 737	42 491	
Second Officer													
P-3 Gross	43 156	44 593	46 026	47 475	49 007	50 499	51 974	53 393	54 735	56 018	57 300	58 615	59 988
Net D	30 812	31 660	32 484	33 311	34 184	35 034	35 875	36 684	37 449	38 160	38 865	39 588	40 343
Net S	28 660	29 428	30 171	30 915	31 701	32 466	33 223	33 951	34 639	35 278	35 911	36 561	37 239
Associate Officer													
P-2 Gross	34 438	35 634	36 839	38 089	39 314	40 531	41 760	42 979	44 182	45 399	46 607		
Net D	25 657	26 374	27 085	27 823	28 545	29 263	29 988	30 708	31 417	32 127	32 816		
Net S	23 991	24 644	25 287	25 955	26 609	27 259	27 915	28 566	29 208	29 850	30 469		
Assistant Officer													
P-1 Gross	25 852	26 971	28 106	29 181	30 292	31 419	32 599	33 724	34 825	35 893			
Net D	20 337	21 042	21 757	22 434	23 128	23 816	24 535	25 222	25 893	26 527			
Net S	19 117	19 764	20 420	21 042	21 678	22 307	22 965	23 593	24 207	24 782			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Appendix A (continued)

Salary scales for staff in the Field Service category showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 April 1988)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
FS-7 Gross	45 889	46 828	47 767	48 709	49 651	50 605	51 551	52 498	53 446	54 396			
Net D	32 407	32 942	33 477	34 014	34 551	35 095	35 634	36 174	36 714	37 256			
Net S	30 101	30 583	31 064	31 548	32 031	32 520	33 006	33 491	33 978	34 465			
FS-6 Gross	37 263	38 153	39 046	39 939	40 832	41 729	42 625	43 525	44 425	45 339			
Net D	27 335	27 860	28 387	28 914	29 441	29 970	30 499	31 030	31 561	32 093			
Net S	25 513	25 989	26 466	26 942	27 419	27 898	28 377	28 857	29 338	29 819			
FS-5 Gross	30 177	30 854	31 533	32 210	32 890	33 569	34 249	34 939	35 653	36 358	37 064	37 769	38 478
Net D	23 058	23 471	23 885	24 298	24 713	25 127	25 542	25 963	26 385	26 801	27 218	27 634	28 052
Net S	21 614	21 992	22 370	22 748	23 128	23 507	23 886	24 271	24 654	25 030	25 406	25 784	26 163
FS-4 Gross	25 670	26 238	26 806	27 375	27 944	28 514	29 094	29 665	30 244	30 836	31 428	32 020	32 613
Net D	20 222	20 580	20 938	21 296	21 655	22 014	22 379	22 739	23 099	23 460	23 821	24 182	24 544
Net S	19 012	19 341	19 669	19 998	20 327	20 656	20 991	21 321	21 651	21 981	22 312	22 642	22 973
FS-3 Gross	21 927	22 418	22 908	23 398	23 891	24 383	24 883	25 405	25 930	26 448	26 967	27 486	28 005
Net D	17 772	18 096	18 419	18 743	19 068	19 393	19 723	20 055	20 386	20 712	21 039	21 366	21 693
Net S	16 747	17 047	17 347	17 646	17 947	18 248	18 554	18 859	19 163	19 462	19 762	20 062	20 362
FS-2 Gross	18 968	19 367	19 765	20 173	20 582	20 991	21 411	21 830	22 250	22 670			
Net D	15 788	16 063	16 338	16 614	16 884	17 154	17 431	17 708	17 985	18 262			
Net S	14 895	15 156	15 416	15 676	15 926	16 176	16 432	16 668	16 945	17 201			
FS-1 Gross	16 394	16 764	17 133	17 503	17 865	18 236	18 599	18 970	19 341	19 713			
Net D	14 012	14 267	14 522	14 777	15 027	15 283	15 533	15 789	16 045	16 302			
Net S	13 212	13 454	13 695	13 937	14 174	14 416	14 654	14 896	15 139	15 382			

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

Increments. Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances.	$
Dependent child a/	700
Secondary dependant	300

Language allowance (below level FS-6 to be included in pensionable remuneration).

	$
First language	834 net per year
Second additional language	417 net per year

a/ No allowance is payable for the first dependent child of a staff member without a dependent spouse.

Appendix A (continued)

Pensionable remuneration for staff in the Field Service category
for purposes of pension benefits and pension contributions

(In United States dollars)

(Effective 1 May 1989)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
FS-7	58 496	60 126	61 756	63 386	65 016	66 646	68 276	69 906	71 536	73 166			
FS-6	48 247	49 328	50 409	51 490	52 571	53 652	54 733	55 814	56 895	57 976			
FS-5	38 142	39 136	40 130	41 124	42 118	43 112	44 106	45 100	46 094	47 088	48 082	49 976	50 070
FS-4	31 280	32 150	33 020	33 890	34 760	35 630	36 500	37 370	38 240	39 110	39 980	40 850	41 720
FS-3	25 283	26 108	26 954	27 789	28 624	29 459	30 315	31 192	32 059	32 936	33 803	34 712	35 621
FS-2	22 186	22 905	23 624	24 343	25 061	25 791	26 541	27 281	28 032	28 782			
FS-1	19 692	20 242	20 791	21 341	21 975	22 620	23 254	23 899	24 533	25 167			

Appendix A (continued)

Pensionable remuneration for staff in the Field Service category
for purposes of pension benefits and pension contributions

(In United States dollars)

(Effective 1 January 1989)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
FS-7	53 220	54 910	56 620	58 390	60 180	61 950	63 730	65 520	67 340	69 220			
FS-6	41 630	43 070	44 500	45 930	47 370	48 830	50 330	51 840	53 350	54 850			
FS-5	33 350	34 500	35 630	36 780	37 920	39 060	40 200	41 390	42 580	43 780	44 980	46 170	47 370
FS-4	27 900	28 830	29 770	30 700	31 640	32 600	33 580	34 560	35 550	36 530	37 510	38 490	39 470
FS-3	23 920	24 700	25 500	26 290	27 080	27 870	28 680	29 510	30 330	31 160	31 930	32 840	33 700
FS-2	20 990	21 670	22 350	23 030	23 710	24 400	25 110	25 810	26 520	27 320			
FS-1	18 630	19 150	19 670	20 190	20 790	21 400	22 000	22 610	23 210	23 810			

Appendix A (continued)

Scale for computing separation payments for staff in the Field Service category showing gross amounts and net equivalents after application of staff assessment

(In United States dollars)

(Effective 1 April 1988)

Level	Steps												
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
FS-7 Gross	47 381	48 879	50 306	51 799	53 248	54 693	56 090	57 471	58 954	60 494			
Net D	33 257	34 111	34 924	35 775	36 601	37 425	38 200	38 959	39 775	40 622			
Net S	30 866	31 635	32 367	33 133	33 876	34 618	35 313	35 996	36 728	37 489			
FS-6 Gross	37 346	38 639	39 914	41 146	42 380	43 628	44 910	46 199	47 493	48 826			
Net D	27 384	28 147	28 899	29 626	30 354	31 091	31 847	32 583	33 321	34 081			
Net S	25 558	26 248	26 929	27 587	28 246	28 912	29 597	30 260	30 924	31 608			
FS-5 Gross	29 972	30 976	32 020	33 052	34 076	35 075	36 075	37 127	38 216	39 275	40 324	41 349	42 380
Net D	22 932	23 545	24 182	24 812	25 436	26 044	26 634	27 255	27 897	28 522	29 141	29 746	30 354
Net S	21 499	22 060	22 642	23 218	23 789	24 345	24 879	25 441	26 022	26 588	27 148	27 695	28 246
FS-4 Gross	25 049	25 887	26 754	27 639	28 476	29 312	30 174	31 041	31 936	32 828	33 714	34 581	35 442
Net D	19 831	20 359	20 905	21 463	21 990	22 517	23 056	23 585	24 131	24 675	25 216	25 744	26 261
Net S	18 653	19 138	19 639	20 150	20 634	21 117	21 612	22 096	22 595	23 093	23 587	24 071	24 541
FS-3 Gross	21 491	22 229	22 943	23 632	24 314	25 023	25 753	26 510	27 289	28 050	28 771	29 519	30 273
Net D	17 484	17 971	18 442	18 897	19 347	19 814	20 274	20 751	21 242	21 722	22 176	22 647	23 117
Net S	16 481	16 932	17 368	17 789	18 206	18 638	19 060	19 498	19 948	20 388	20 805	21 237	21 667
FS-2 Gross	18 832	19 442	20 058	20 666	21 292	21 941	22 591	23 221	23 833	24 446			
Net D	15 694	16 115	16 538	16 940	17 353	17 781	18 210	18 626	19 030	19 434			
Net S	14 806	15 205	15 605	15 977	16 359	16 756	17 153	17 538	17 912	18 287			
FS-1 Gross	16 614	17 093	17 573	18 059	18 652	19 197	19 743	20 284	20 830	21 387			
Net D	14 164	14 494	14 825	15 161	15 570	15 946	16 323	16 687	17 048	17 415			
Net S	13 356	13 669	13 983	14 301	14 688	15 045	15 402	15 744	16 077	16 417			

D = Rate applicable to staff members with a dependent spouse or child.
S = Rate applicable to staff members with no dependent spouse or child.

Appendix B

HEADQUARTERS

SALARIES AND ALLOWANCES FOR OTHER CATEGORIES OF STAFF AT HEADQUARTERS

Salary scale for staff in the General Service category showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 November 1989)

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	39 974	41 691	43 408	45 124	46 867	48 638	50 408	52 178	53 948	55 719	57 489*
	(Net)	29 783	30 916	32 049	33 182	34 315	35 448	36 581	37 714	38 847	39 980	41 113
G-6	(Gross)	35 763	37 269	38 798	40 350	41 902	43 453	45 005	46 573	48 173	49 773	51 373*
	(Net)	26 959	27 983	29 007	30 031	31 055	32 079	33 103	34 127	35 151	36 175	37 199
G-5	(Gross)	31 986	33 349	34 712	36 075	37 438	38 826	40 230	41 635	43 039	44 444	45 848*
	(Net)	24 390	25 317	26 244	27 171	28 098	29 025	29 952	30 879	31 806	32 733	33 660
G-4	(Gross)	28 684	29 881	31 079	32 284	33 516	34 749	35 981	37 213	38 459	39 729	40 998*
	(Net)	22 079	22 917	23 755	24 593	25 431	26 269	27 107	27 945	28 783	29 621	30 459
G-3	(Gross)	25 683	26 761	27 849	28 936	30 023	31 110	32 203	33 322	34 441	35 560	36 679*
	(Net)	19 972	20 733	21 494	22 255	23 016	23 777	24 538	25 299	26 060	26 821	27 582
G-2	(Gross)	23 058	24 013	24 967	25 921	26 900	27 881	28 863	29 844	30 826	31 807*	
	(Net)	18 082	18 769	19 456	20 143	20 830	21 517	22 204	22 891	23 578	24 265	
G-1	(Gross)	20 672	21 535	22 397	23 260	24 122	24 985	25 847	26 730	27 617*		
	(Net)	16 364	16 985	17 606	18 227	18 848	19 469	20 090	20 711	21 332		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	906
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance (to be included in pensionable remuneration):

	$
First language	1 008 net per year
Second additional language	504 net per year

* Long-service step:

Step XI at levels 3 to 7, step X at level 2 and step IX at level 1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the General Service category showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 December 1988)

Level		Steps I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	37 871	39 503	41 139	42 776	44 412	46 050	47 738	49 425	51 113	52 800	54 488*
	(Net)	28 392	29 472	30 552	31 632	32 712	33 792	34 872	35 952	37 032	38 112	39 192
G-6	(Gross)	33 913	35 349	36 784	38 226	39 705	41 183	42 662	44 141	45 620	47 133	48 658*
	(Net)	25 701	26 677	27 653	28 629	29 605	30 581	31 557	32 533	33 509	34 485	35 461
G-5	(Gross)	30 356	31 619	32 907	34 207	35 507	36 807	38 111	39 450	40 789	42 129	43 468*
	(Net)	23 249	24 133	25 017	25 901	26 785	27 669	28 553	29 437	30 321	31 205	32 089
G-4	(Gross)	27 210	28 351	29 493	30 634	31 776	32 944	34 119	35 294	36 469	37 644	38 844*
	(Net)	21 047	21 846	22 645	23 444	24 243	25 042	25 841	26 640	27 439	28 238	29 037
G-3	(Gross)	24 390	25 397	26 416	27 451	28 487	29 523	30 559	31 594	32 649	33 715	34 781*
	(Net)	19 041	19 766	20 491	21 216	21 941	22 666	23 391	24 116	24 841	25 566	26 291
G-2	(Gross)	21 885	22 794	23 704	24 614	25 524	26 446	27 381	28 317	29 253	30 189*	
	(Net)	17 237	17 892	18 547	19 202	19 857	20 512	21 167	21 822	22 477	23 132	
G-1	(Gross)	19 622	20 433	21 256	22 078	22 900	23 722	24 544	25 367	26 194*		
	(Net)	15 600	16 192	16 784	17 376	17 968	18 560	19 152	19 744	20 336		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	864
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance (to be included in pensionable remuneration):

	$
First language	1 008 net per year
Second additional language	504 net per year

* Long-service step:

Step XI at levels 3 to 7, step X at level 2 and step IX at level 1 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the General Service category - Security Service
showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 November 1989)

Level		Steps												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7	(Gross)	46 728	48 653	50 578	52 503	54 428	56 353	58 278	60 203	62 128*				
	(Net)	34 226	35 458	36 690	37 922	39 154	40 386	41 618	42 850	44 082				
S-6	(Gross)	43 153	44 894	46 655	48 450	50 245	52 041	53 836	55 631	57 427*				
	(Net)	31 881	33 030	34 179	35 328	36 477	37 626	38 775	39 924	41 073				
S-5	(Gross)	39 606	41 220	42 833	44 447	46 063	47 727	49 391	51 055	52 719*				
	(Net)	29 540	30 605	31 670	32 735	33 800	34 865	35 930	36 995	38 060				
S-4	(Gross)	36 041	37 479	38 945	40 427	41 909	43 391	44 873	46 366	47 894*				
	(Net)	27 148	28 126	29 104	30 082	31 060	32 038	33 016	33 994	34 972				
S-3	(Gross)	33 629	34 756	35 882	37 009	38 139	39 300	40 461	41 621	42 782	43 942	45 103*		
	(Net)	25 508	26 274	27 040	27 806	28 572	29 338	30 104	30 870	31 636	32 402	33 168		
S-2	(Gross)	30 163	31 153	32 147	33 166	34 185	35 204	36 224	37 243	38 270	39 320	40 370	41 420	42 470*
	(Net)	23 114	23 807	24 500	25 193	25 886	26 579	27 272	27 965	28 658	29 351	30 044	30 737	31 430
S-1	(Gross)	26 733	27 620											
	(Net)	20 713	21 334											

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances:

	$
Dependent spouse	1 720
Dependent child	906
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance (to be included in pensionable remuneration):

	$
First language	1 008 net per year
Second additional language	504 net per year

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the General Service category - Security Service showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 December 1988)

Level		Steps												
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7	(Gross)	44 288	46 069	47 903	49 738	51 572	53 406	55 241	57 075	58 909*				
	(Net)	32 630	33 804	34 978	36 152	37 326	38 500	39 674	40 848	42 022				
S-6	(Gross)	40 900	42 559	44 218	45 877	47 584	49 295	51 006	52 717	54 428*				
	(Net)	30 394	31 489	32 584	33 679	34 774	35 869	36 964	38 059	39 154				
S-5	(Gross)	37 532	39 056	40 594	42 132	43 670	45 208	46 769	48 355	49 941*				
	(Net)	28 162	29 177	30 192	31 207	32 222	33 237	34 252	35 267	36 282				
S-4	(Gross)	34 179	35 550	36 921	38 300	39 712	41 124	42 536	43 948	45 361*				
	(Net)	25 882	26 814	27 746	28 678	29 610	30 542	31 474	32 406	33 338				
S-3	(Gross)	31 883	32 953	34 026	35 100	36 174	37 247	38 330	39 436	40 542	41 648	42 755*		
	(Net)	24 318	25 048	25 778	26 508	27 238	27 968	28 698	29 428	30 158	30 888	31 618		
S-2	(Gross)	28 617	29 561	30 506	31 450	32 406	33 378	34 350	35 322	36 294	37 266	38 245	39 247	40 248*
	(Net)	22 032	22 693	23 354	24 015	24 676	25 337	25 998	26 659	27 320	27 981	28 642	29 303	29 964
S-1	(Gross)	25 368	26 196											
	(Net)	19 745	20 337											

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	864
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance (to be included in pensionable remuneration):

	$
First language	1 008 net per year
Second additional language	504 net per year

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps. The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the Public Information Assistants and Tour Co-ordinators/Supervisors category showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 November 1989)

Level		Steps I	II	III	IV	V
Public information assistant I	(Gross)	27 951	29 204			
	(Net)	21 566	22 443			
Public information assistant II and tour co-ordinator a/	(Gross)	30 576	31 944	33 351	34 760	36 169
	(Net)	23 403	24 361	25 319	26 277	27 235
Tour co-ordinator/supervisor b/	(Gross)	34 954	36 785	38 635	40 521	42 408
	(Net)	26 409	27 654	28 899	30 144	31 389

Reserve public information assistants shall be paid by the day in accordance with the above rates.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	906
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance: Not entitled.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public information assistant I	6 months
Public information assistant II and tour co-ordinator	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Scheduled work week: The scheduled work week consists of the five days assigned in any calendar week, from Monday to Sunday. Whenever a sixth or seventh consecutive work day is required, regardless of the scheduled work week, a supplementary payment shall be made, respectively, at the rate of one and one half times or twice the rate of the base salary.

a/ Includes new tour co-ordinators as of 1 July 1987.

b/ Includes tour co-ordinators in service as of 30 June 1987. Reserved to the senior tour co-ordinator supervisor as of 1 July 1987.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the Public Information Assistants and Tour Co-ordinators/Supervisors category showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 December 1988)

Level		Steps I	II	III	IV	V
Public information assistant I	(Gross)	26 513	27 707			
	(Net)	20 559	21 395			
Public information assistant II and tour co-ordinator a/	(Gross)	29 014	30 319	31 623	32 954	34 297
	(Net)	22 310	23 223	24 136	25 049	25 962
Tour co-ordinator/supervisor b/	(Gross)	33 140	34 885	36 631	38 388	40 186
	(Net)	25 175	26 362	27 549	28 736	29 923

Reserve public information assistants shall be paid by the day in accordance with the above rates.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	864
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance: Not entitled.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public information assistant I	6 months
Public information assistant II and tour co-ordinator	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Scheduled work week: The scheduled work week consists of the five days assigned in any calendar week, from Monday to Sunday. Whenever a sixth or seventh consecutive work day is required, regardless of the scheduled work week, a supplementary payment shall be made, respectively, at the rate of one and one half times or twice the rate of th base salary.

a/ Includes new tour co-ordinators as of 1 July 1987.

b/ Includes tour so-ordinators in service as of 30 June 1987. Reserved to the senior tour co-ordinator supervisor as of 1 July 1987.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 November 1989)

Level		Steps I	II	III	IV	V	VI	VII*
T-8	(Gross)	44 600	46 198	47 841	49 483	51 125	52 767	54 409
	(Net)	32 836	33 887	34 938	35 989	37 040	38 091	39 142
T-7	(Gross)	41 735	43 235	44 735	46 242	47 789	49 336	50 883
	(Net)	30 945	31 935	32 925	33 915	34 905	35 895	36 885
T-6	(Gross)	38 865	40 273	41 680	43 088	44 495	45 903	47 352
	(Net)	29 051	29 980	30 909	31 838	32 767	33 696	34 625
T-5	(Gross)	36 053	37 332	38 630	39 948	41 267	42 585	43 903
	(Net)	27 156	28 026	28 896	29 766	30 636	31 506	32 376
T-4	(Gross)	33 278	34 466	35 654	36 843	38 032	39 256	40 480
	(Net)	25 269	26 077	26 885	27 693	28 501	29 309	30 117
T-3	(Gross)	30 540	31 609	32 697	33 797	34 897	35 997	37 097
	(Net)	23 378	24 126	24 874	25 622	26 370	27 118	27 866
T-2	(Gross)	27 840	28 821	29 803	30 784	31 766	32 769	33 779
	(Net)	21 488	22 175	22 862	23 549	24 236	24 923	25 610
T-1	(Gross)	25 158	26 030	26 926	27 821	28 717	29 613	30 509
	(Net)	19 594	20 221	20 848	21 475	22 102	22 729	23 356

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	906
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B (continued)

HEADQUARTERS

Salary scale for staff in the Trades and Crafts category showing annual gross and net after application of staff assessment

(In United States dollars)

(Effective 1 December 1988)

Level		Steps I	II	III	IV	V	VI	VII*
T-8	(Gross)	42 276	43 794	45 312	46 856	48 422	49 988	51 553
	(Net)	31 302	32 304	33 306	34 308	35 310	36 312	37 314
T-7	(Gross)	39 544	40 974	42 405	43 835	45 265	46 717	48 192
	(Net)	29 499	30 443	31 387	32 331	33 275	34 219	35 163
T-6	(Gross)	36 843	38 150	39 492	40 835	42 177	43 520	44 862
	(Net)	27 693	28 579	29 465	30 351	31 237	32 123	33 009
T-5	(Gross)	34 190	35 409	36 628	37 847	39 098	40 355	41 611
	(Net)	25 889	26 718	27 547	28 376	29 205	30 034	30 863
T-4	(Gross)	31 556	32 675	33 807	34 940	36 072	37 204	38 347
	(Net)	24 089	24 859	25 629	26 399	27 169	27 939	28 709
T-3	(Gross)	28 980	29 999	31 017	32 037	33 085	34 134	35 182
	(Net)	22 286	22 999	23 712	24 425	25 138	25 851	26 564
T-2	(Gross)	26 406	27 341	28 277	29 213	30 149	31 084	32 021
	(Net)	20 484	21 139	21 794	22 449	23 104	23 759	24 414
T-1	(Gross)	23 886	24 717	25 547	26 389	27 243	28 097	28 951
	(Net)	18 678	19 276	19 874	20 472	21 070	21 668	22 266

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	864
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix B (continued)

HEADQUARTERS

Hours of work

Pursuant to staff rule 101.2, working hours at Headquarters shall be from 9.30 a.m. to 6 p.m., Monday to Friday, with an interruption of one hour for lunch.

Official holidays

Pursuant to rule 101.3, official holidays at Headquarters shall be New Year's Day (1 January), Washington's Birthday (third Monday in February), the Friday preceding Easter Sunday, Memorial Day (last Monday in May), Independence Day (4 July), Labor Day (first Monday in September), Thanksgiving Day (fourth Thursday in November), Christmas Day (25 December) and one further day during the Christmas season designated each year by the Secretary-General. If any such day occurs on a Saturday or Sunday, the preceding Friday shall be considered an official holiday in lieu of Saturday and the following Monday in lieu of Sunday.

Conditions governing compensation for overtime work

Pursuant to staff rule 103.12, staff members in the General Service category or in the Trades and Crafts category who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

(i) Overtime at Headquarters means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays, provided that such work has been authorized by the proper authority.

(ii) The scheduled work day at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled work week, less one hour for a meal.

(iii) The scheduled work week at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days.

(iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled work day up to a total of eight hours of work on the same day. Subject to the exigencies of the service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place.

(v) Compensation shall take the form of payment at the straight time rate in respect of each hour in excess of forty hours if, at the time of a review to be conducted three times a year, it is ascertained that a staff member has accumulated more than forty hours of compensatory time off which could not be authorized because of the exigencies of the service. The

remaining entitlement to forty hours of compensatory time off will be counted as part of the staff member's accumulated entitlement at the time of the next review.

(vi) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work of any day of the scheduled work week, or when it takes place on the sixth or seventh day of the scheduled work week.

(vii) Compensation for overtime shall take the form of an additional payment when it takes place on an official holiday, provided that the Secretary-General may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event, the Secretary-General shall set another working day to be observed as the holiday, and the holiday falling during the period of exigency shall be treated as a normal working day.

(viii) a. The additional payment referred to in subparagraph (vi) above shall be made at the rate of one-and-one-half times the aggregate of the staff member's base salary or wage and language allowance, if any, except that if the overtime takes place on a Sunday or on the seventh day of the scheduled work week, the rate of the additional payment shall be twice the aggregate. In the latter case, overtime which takes place on a Sunday will be subject to compensation at the straight or one-and-a-half-time rate, as appropriate.

b. The additional payment referred to in subparagraph (vii) above shall be made at the rate of twice the aggregate of the staff member's base salary or wage and language allowance, if any.

c. In respect of staff who are in receipt of non-resident's allowance under rule 103.5 (d), this allowance shall be taken into account in determining the payments under a. and b. above.

(ix) Subject to the exigencies of service, compensatory time off may be granted, as appropriate, at a time-and-a-half rate or at twice the normal rate in lieu of compensation by additional payment at the time-and-a-half rate or at twice the normal rate under subparagraphs (vi) and (vii) above if the staff member so requests.

(x) Compensation for overtime shall be reckoned to the nearest half-hour; casual overtime of less than one half-hour on any day during the scheduled work week shall be disregarded. A staff member who is required to work on the sixth or seventh day of the week or on an official holiday shall receive no less than four hours of overtime compensation.

(xi) In the interests of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than forty hours of overtime during any one month, except where unusual exigencies of the service so require.

Conditions governing night differential

(i) Pursuant to rule 103.13, staff members at Headquarters shall receive, for any regular working hours between 6 p.m. and 9.30 a.m., a night differential at the rate of 10 per cent of the aggregate of their salary or wage and their language allowance and post adjustment, if any, provided that no such differential shall be paid for any part of the tour of duty that begins between 6 a.m. and 9.30 a.m. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), this allowance shall be taken into account in determining the night differential.

(ii) Payments shall be reckoned to the nearest hour, and work periods of less than one half-hour shall not be taken into consideration.

(iii) The average amount of night differential received by a staff member during the six months immediately preceding the period in which he or she takes annual or sick leave shall be reflected in the emoluments he or she receives during the leave period, provided one-hundred-and-twenty hours or more were compensated by night differential during the preceding six-month period.

(iv) A staff member whose regular working hours entitle him or her to receive night differential in accordance with subparagraph (i) above, and who works overtime during hours for which night differential is payable, shall receive both night differential and overtime compensation for such overtime work.

Conditions governing local recruitment

Pursuant to rule 104.6:

(i) Staff members who have been recruited to serve in posts classified in the Trades and Crafts category or in the General Service category shall be regarded as having been locally recruited unless:

a. They have been recruited from outside the area of the duty station.

b. Their entitlement to one or more of the allowances or benefits indicated under rule 104.7 has been duly established by the Secretary-General, or

c. The post for which the staff member has been recruited is one which, in the opinion of the Secretary-General, it would otherwise have been necessary to fill by recruitment from outside the area of the duty station.

(ii) A staff member who is regarded as having been locally recruited in accordance with the provisions of subparagraph (i) above, shall cease to be so regarded from the date on which the staff member is a. reclassified to the Professional category or b. reassigned, after an appropriate examination, to a post within the General Service category which, in the opinion of the Secretary-General, it would otherwise have been necessary to fill by recruitment from outside the area of the duty station.

Conditions governing acquisition of entitlement to benefits of international recruitment

Pursuant to rule 104.7:

(i) If a staff member in permanent residence status takes up non-immigrant status in the country of his or her duty station, the staff member shall thereupon be granted entitlement to such of the allowances and benefits stipulated in rule 104.7 to which he or she is otherwise entitled and the staff member shall begin to accrue service credit for such allowances and benefits from the date on which he or she acquires non-immigrant status.

(ii) (Cancelled)

Appendix C

ARRANGEMENTS RELATING TO MILITARY SERVICE

(a) In accordance with section 18 (c) of the Convention on Privileges and Immunities of the United Nations, staff members who are nationals of those Member States which have acceded to that Convention shall be "immune from national service obligations" in the armed services of the country of their nationality.

(b) Any requests to Governments which have not acceded to the Convention to defer or exempt staff members from military service by reason of their employment with the United Nations shall be made by the Secretary-General and not by the staff member concerned.

(c) Staff members who have completed one year of satisfactory probationary service or who have a permanent or regular appointment may, if called by a Member Government for military service, whether for training or active duty, be placed on special leave without pay for the duration of their required military service. Other staff members, if called for military service, shall be separated from the Secretariat according to the terms of their appointments.

(d) A staff member called for military service who is placed on special leave without pay shall have the terms of appointment maintained as they were on the last day of service before the staff member went on leave without pay. The staff member's re-employment in the Secretariat shall be guaranteed, subject only to the normal rules governing necessary reductions in force or abolition of posts.

(e) In the interpretation of rule 109.1 (c), the period of special leave without pay for military service shall be counted for the purpose of establishing seniority.

(f) A staff member on special leave without pay for military service shall be required to advise the Secretary-General within ninety days after release from military service, if the staff member wishes to be restored to active duty with the Secretariat. The staff member shall also be required to submit a certificate of completion of military service.

(g) If a staff member, after the period of required military service, elects to continue such service or if the staff member fails to obtain a certified release therefrom, the Secretary-General will determine, on the merits of the particular case, whether further special leave without pay will be granted and whether re-employment rights shall be maintained.

(h) If the staff member's absence on special leave without pay appears likely to last six months or more, the United Nations will pay, if so requested, for transporting the staff member's spouse and dependent children to the staff member's place of entitlement and for their return travel after the staff member's return to active duty with the Secretariat, provided that the expenses involved will be counted as travel expenses related to the next home leave entitlement of the staff member.

(i) The United Nations shall not continue its contribution to the Joint Staff Pension Fund on behalf of the staff member during the staff member's absence on special leave without pay for military service.

(j) The provisions of rule 106.4 relating to illness, accident or death attributable to the performance of official duties on behalf of the United Nations shall not be applicable during periods of military service.

(k) The Secretary-General may, if the circumstances of the military service appear to warrant it, credit the staff member's period on special leave without pay for military service in fixing the salary step upon the staff member's return to active duty with the Secretariat.

(l) The Secretary-General may apply such of the foregoing provisions as are appropriate in the case of a staff member who, with the advance approval of the Secretary-General, volunteers for military service or requests a waiver of immunity under section 18 (c) of the Convention on Privileges and Immunities of the United Nations.

Appendix D

RULES GOVERNING COMPENSATION IN THE EVENT OF DEATH, INJURY OR ILLNESS ATTRIBUTABLE TO THE PERFORMANCE OF OFFICIAL DUTIES ON BEHALF OF THE UNITED NATIONS

Issued as a separate document (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1).

Appendix E

(Cancelled)

Appendix F

HEADQUARTERS

SALARY SCALES FOR STAFF IN THE LANGUAGE TEACHERS CATEGORY SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

(Effective 1 November 1989)

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher	(Gross)	41 721	43 409	45 097	46 809	48 550	50 291	52 031	53 772	55 513	57 253	58 994
	(Net)	30 936	32 050	33 164	34 278	35 392	36 506	37 620	38 734	39 848	40 962	42 076

Increments: Salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There will be a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules will be treated as special leave with full pay.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	906
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Appendix F (continued)

HEADQUARTERS

SALARY SCALES FOR STAFF IN THE LANGUAGE TEACHERS CATEGORY SHOWING ANNUAL GROSS AND NET AFTER APPLICATION OF STAFF ASSESSMENT

(In United States dollars)

(Effective 1 December 1988)

Level		Steps										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language teacher	(Gross)	39 532	41 141	42 750	44 359	45 968	47 627	49 286	50 945	52 605	54 264	55 923
	(Net)	29 491	30 553	31 615	32 677	33 739	34 801	35 863	36 925	37 987	39 049	40 111

Increments: Salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There will be a summer recess and scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules will be treated as special leave with full pay.

Dependency allowances:	$
Dependent spouse	1 720
Dependent child	864
Except for first dependent child of a widowed or divorced staff member	1 720
Secondary dependant	790

Language allowance: Not entitled.

* Long-service step:

The qualifying criteria for an in-grade increase to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Litho in United Nations, New York

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